



LIBRARY RESOURCES TECHNICAL SERVICES -

SUMMER
1960

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Chenery Library
Boston University
Boston 15, Mass.

SOME TWENTIETH CENTURY BOOK CATALOGS, Richard H. Shoemaker

THE BOOK CATALOG OF THE LOS ANGELES COUNTY PUBLIC LIBRARY: Articles by Catherine MacQuarrie, Beryl L. Martin, and Theodore Hewitson

THE MAKING OF THE SOUTHEASTERN SUPPLEMENT TO THE *UNION LIST OF SERIALS*, Edward Graham Roberts

MANUAL ON THE DEWEY DECIMAL CLASSIFICATION, Benjamin A. Custer

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LIBRARY RESOURCES AND TECHNICAL SERVICES

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Some American Twentieth Century Book Catalogs: Their Purposes, Format, and Production Techniques

RICHARD H. SHOEMAKER

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National Catalogs

IF WE are now in the beginning stages of a turning away from the card catalog toward the printed book catalog, the *Catalog of Books Represented by Library of Congress Printed Cards* is the monument about which we turn. It contains nearly 2,000,000 entries, including 192,000 cross references. The Association of Research Libraries is responsible for the production of this monumental tool, and credit must go to Harvie Branscomb and William Warner Bishop, among many others. The first catalog, which covers all LC cards issued up to July 31, 1942, has 167 volumes. It contains an introduction by Archibald MacLeish, then Librarian of Congress, and a preface by William Warner Bishop, at that time the Chairman of the committee to see this book through the press. The introduction by MacLeish calls the card catalog the most wonderful invention of American librarians, and there seems to be no consciousness that this particular tool might mark a break-away from the use of card catalogs.

It was evident to many at this time that the depository sets of cards distributed by LC were becoming less and less useful, taking up larger and larger floor areas, and requiring greater and greater expenditures of clerical help to keep the cards filed. About 2,000 square feet of space was needed for the catalog drawers and continual filing and expansion cost about \$1,200 a year in 1942. This was probably the real reason for the development of the LC printed book catalog. It was to be primarily a bibliographical tool for reference librarians and scholars everywhere and to aid in the finding of books for interlibrary loan. In neither the preface nor the introduction is there any idea that it might be used in the Library of Congress itself as a sort of substitute author catalog. Of course not every

card represents a book in the Library of Congress, but certainly the vast majority of entries represent books held there.

The printing of the set took place in war time, and during the three years in which it was in production many changes took place in the quality of the paper, the cost of printing and other factors; yet the latter volumes of the set are more legible than the earlier volumes as the techniques of such a huge printing job were mastered. In spite of the advance in the cost of labor, paper, and other factors in book production, the price of the 167 volumes was held to the originally-announced \$750.00.

There is one notable difficulty with the catalog: the photographic reduction is one half. This means that the small figures in the LC cards having to do with classification and with the serial number of the card itself, and many of the notes in small size type, particularly series notes, are reduced to such small size that they are barely legible. The reduction was so great that the definition was lost and the difference between a 3 and an 8 or other similar figures was lost in the printing.

The page capacity is 18 entries on a page size of 8" x 11". A great deal of each page is given over to white space since the LC cards were simply lined up in three columns of six cards each and photographed. All the waste space on the LC cards therefore takes up space in the book. The first supplement to this set covered the years 1942-7, and the method of photographing the cards remained the same so that there are still only 18 entries per page. By the time a second supplement was published covering 1948-1952, a new method of compilation had been devised which saved a great deal of space. To save this space the Library of Congress printed a special edition of each of its cards taking out all the leading between lines and thereby compressing the entry into as few lines as possible. This card was printed only for laying up the forms to be photographed for the monthly edition and the final cumulation of the supplements to the original set. Other improvements were printing the classification numbers and the card serial numbers in ten point type rather than the small type that was used on the regular card. This made them reproduce at half size in a legible manner. By the use of photography of these condensed LC cards the capacity per page was increased to 34 or 36 titles, or about double that of the original set, and legibility was increased at the same time. After the second supplement, the name of the title was changed to *The National Union Catalog* since now not only LC printed cards but all unique cards or cards for books not held by LC and contributed to the National Union Catalog were printed. This part of the set shows a capacity up to 40 titles per page using the same one half reduction. Many of these entries are typed on a Varsityper instead of being made from specially printed cards. At the time the *National Union Catalog* from 1953-57 was published, the Library of Congress was typing over all entries sent to it by other contributing libraries. This same policy is still being followed, apparently.

Mr. MacLeish in his introduction to the first basic set of LC catalogs has this to say: "It is not excessive and certainly it is not rhetorical to say that the appearance of this work marks the end of one chapter of American

librarianship. It is even truer to say that it marks the beginning of another." Though he was applying this to the problem of bibliographical control in the nation in general, he might just as well have been talking about the problem of card catalogs of any large library. In the preface by Luther Evans to the first supplement, a little history is given of the attempt to continue cumulated catalogs after the publication of the first basic LC set. Again the ARL was the moving force, and it was finally decided to publish a cumulative catalog beginning with January 1947. It was then decided that the first major supplement would cover all cards issued between August 1, 1942, and December 31, 1947 since there was some change in typography of LC cards to be adopted on January 1, 1948.

The subject side of the *National Union Catalog* begins covering the subject entries of all LC cards in 1950 and continues to this time, with one basic set covering the years through 1954. Annual cumulations appeared after that date, and the preparation of a second five year cumulative catalog is now underway.

The National Library of Medicine Catalog, a list of Works Represented by National Library of Medicine Cards, 1958, and its predecessors are really supplements to the *National Union Catalog*. It differs in arrangement and format enough to be of special interest.

All of the entries seem to have been made on proportional spacing typewriters. Not only is full bibliographic information given, but frequently notes of some length as well. The page is divided into four columns and holds about 50 titles. The size is $8\frac{1}{2}" \times 11"$.

This *Catalog* is a joint operation of the Card Division and the Catalog Maintenance Division of the Library of Congress and the Catalog Division of the National Library of Medicine. It is a subject catalog as well as an author list, with both parts printed in the same annual volume, but not in dictionary arrangement. There are separate alphabets for authors and subjects.

Still another title that can be considered as a supplement to *The National Union Catalog* is *New Serial Titles*. Begun in 1951 as *Serial Titles Newly Received* at the Library of Congress, in 1953 it was expanded to include titles contributed by other cooperating libraries, thus becoming a sort of substitute for supplements to the *Union List of Serials*. It is issued monthly with annual cumulations. It is also issued in monthly subject lists, but these are not cumulated.

New Serial Titles is compiled by punch-card methods, so that we have two catalogs being compiled at the Library of Congress by the two major methods of producing printed book catalogs, for the *National Union Catalog* is produced by hand filing and photography. Interesting comparisons should be possible here.

New Serial Titles has a page the same size as that of the *National Union Catalog*, $8\frac{1}{2}" \times 11"$, and which holds approximately 50 titles. The form of entry is about the same as the *Union List of Serials*, so that a good bit of space is lost in recording library holdings in a column, instead of compressing this information along a horizontal line.

The Lamont Catalogue

The Catalogue of the Lamont Library, Harvard College, published in 1953, harks back to the day when most college libraries published printed catalogs of their collections so that each student and faculty member might own a copy. During a large part of the Nineteenth Century, most college libraries had no card catalog, so that the printed catalog was the only index to the collection for both user and staff alike. The *Lamont Catalogue* is useful for Harvard, but essentially it is a list for the use of American college libraries: "The various requests [from 1949 to 1952 to borrow the Lamont card file] pointed up a common feature of interest in the Lamont list: its value as an actual, working list rather than an ideal, theoretical listing of books which ought to be in an undergraduate library." It serves as an acquisition check, a means for reviewing the strength of parts of a college library collection.

The *Lamont Catalogue* is a list of some 40,000 titles of books in the undergraduate library of Harvard College; it excludes periodicals and ephemeral material in the Lamont collection. The *Catalogue* is arranged in classified order (in 500 pages) with an author index (of 58 pages) and an index to the classification (of 4 pages). The library is classified according to a local adaptation of Dewey. In the Introduction, Philip J. McNiff, Librarian of Lamont at the time and in charge of the catalog preparation, states that it is a finding list and does not describe the items in bibliographical detail. This, then, is an approach to the Richardson idea of the title-a-line catalog. The information in each entry is minimal: the authors' names are abbreviated, authors' dates are not given, publishers are abbreviated, place of publication is not given, nor is collation. But names of significant translators and editors, the edition statement, and the number of volumes are given. The subject approach is entirely through the classification, aided by the key to it which is called the subject index. The capacity is about 90 entries in two columns on a 8 x 10½ inch page; and one line is skipped between each entry—41% of the space left blank for the sake of clarity. About 52% of the entries require two lines and 6% require three lines instead of the ideal one, and about 12% of the total space is given to the printing of classification headings for each of the approximately 3300 divisions. There are no cross references.

The method of compilation was based on the brief Lamont entries on standard catalog cards. These cards were supplied the printer in batches comprising each subdivision of the classification. Each batch was held together by an elastic band; and each card for the entire *Catalogue* was serially numbered to ensure proper sequence if a batch should be dropped. Entries for each column were then typed on a sheet with an IBM electro-matic typewriter, the sheets were returned from the printer to the library staff which proofed and indicated corrections, the printer made revisions and mounted the two sheets on a large cardboard with running heads, these were proofed by the library staff, and the pages were then printed by photo-offset lithography with a reduction of 50%, giving six point type.

The Carnegie Corporation of New York made a grant of \$9,000 to aid in the publication of this *Catalogue*; otherwise it probably could not be sold for such a reasonable price to the library world and to the students of Harvard College. In 1953, the cost of typing the 569 sheets, setting title page type, manufacture of 3,030 copies, binding of 1,912 copies, and printing of the dust jacket, was \$9,312. The estimated library editorial costs incurred in typing the cards specially for this catalog and in other editorial work was roughly \$10,000-15,000. The Harvard Library used some three dozen copies of the *Catalogue*, over a hundred copies were sold to students and faculty at a price of \$4.00, and the Harvard University Press handled general distribution at \$7.50 per copy. Receipts from sales have been:

1953/54—	\$2,518
1954/55—	1,107
1955/56—	585
1956/57—	806
1957/58—	909
1958/59—	771

During 1958/59 an additional 434 copies were bound at a cost of \$317.

The New York State Catalog

The New York State Library in 1956 published its *Checklist of Books and Pamphlets in the Social Sciences*. A *Supplement* covering additions to the Library from April 1955 through 1958 came out in 1959.

In the Introduction of this work there is a description of the reason for its publication. Dr. Gosnell writes that in 1855 the State Library of New York issued a complete catalog of its holdings and from then on for half a century supplements were published. One wonders why, with the rapid advance in the techniques of printing, so useful a tool had not been made currently available. The library decided to try it. Their philosophy was to make it as easy to find out what books the library has as it is to find telephone numbers. The idea is that one lists a line of description of the book, and instead of a telephone number, gives its call number. This does follow Richardson's idea of his title-a-line catalog of the Princeton University Library. The book is said to be a first attempt or a pilot project in controlling the rise of the flow of publications. "As a device to permit rapid and orderly assembly of titles, easy interfiling of additions, and simple production of copy, we have chosen the punched card." The punch-card machines were already available in the Education Department. The method of compilation was to punch the cards from the shelf list of the library as the basic record. The choice was to do social sciences first as that's where the greatest demand for interlibrary loans came upon the library. The Introduction states, and a letter from Dr. Gosnell confirms, that it is still the case that there is no machinery yet devised, to his knowledge, that will do the final filing for such a catalog. The cards are roughly arranged by the machine and then finally

filed by hand. They are then put into a tabulating machine which prints the entries on long sheets.

"Once the cards were punched, they were arranged roughly by machine, and were finally filed by hand. It has been a not unexpected disappointment that no machine yet invented can file library catalog cards properly. From these cards copy was typed. This copy has been reduced in size and printed by photo-offset." The original purpose of this catalog was partly to furnish the location of inter-library loan material, but the purpose is not solely that. Dr. Gosnell was fully aware of the fact that this was a venture in making known the resources of the State Library to anyone who would purchase the catalog. Cumulative supplements are published at fairly regular intervals. One was published in 1957, and this last 1959 publication covers all those titles acquired in this part of the library from April 1955 to December 1958. There are about 44,000 titles in the *Checklist* and 13,500 titles in the latest supplement. The *Checklist* and its supplements have a page size of 10 by 15 inches with about 312 entries per page. Very few titles require more than one line for their description. The author's name is not very full, the date of publication is given but neither the publisher nor the place, and the classification is given in full. In effect, this is a main entry finding list only, with very little bibliographical detail except for the complete call number. The alphabetical arrangement is used and there is, therefore, no subject nor title approach unless the book has a title as a main entry. There is no way of distinguishing authors who have exactly the same name since there is no date differentiation. On the very first page of the catalog there is a John Adams writing on *Everyman's Psychology* right along in the list of the writings of John Adams, the President. This is an inevitable happening when there is machine filing and when there is no distinguishing mark for two people who have the exact same name.

The rest of the State Library is now being put onto punch-cards in preparation for publishing a catalog of the entire collection. Dr. Gosnell reports that "One of the benefits is to simplify our inter-library loan procedures. We issue hundreds of such loans every week. Our form becomes the charge card in our circulation file. When the borrowing library has our list, these cards come in with class marks already written in. There is a great reduction in correspondence, too. So far it has had no effect on our general card catalog."

The cost of producing *Checklist in the Social Sciences*, 1956, was reported by Dr. Gosnell to be as follows:

Total cost of editing and producing the cards alone	43,785	
cards @ .15		\$ 6,567.75
Total cost of producing this book—editorial, printing, binding, etc.		7,463.85
Total cost of editing and producing 1,500 copies		\$14,031.60
If cards are re-used at least ten times in succeeding editions, the cost of cards for this edition can be approximately		\$ 656.78

Making cost of this edition (with cards capitalized)	\$ 8,120.63
Cost per copy on this basis	\$ 5.42

Concerning a comparison of punch-card compared to other compilation methods, Dr. Gosnell says, "If we were to start over again, I would give serious consideration to one of the photographic methods where we could use two or three lines, and still get a very compact volume." He expects to be able to record the whole library collection of some 350,000 titles in a one-volume catalog, less bulky than the *Union List of Serials*, using the present method.

Los Angeles County Catalog

Probably the most elaborate printed book catalog currently being prepared is that of the Los Angeles County Public Library. The third edition of the Adult Catalog which covers books in the library through 1957 contains thirty-seven volumes: eight author, six title, four fiction subjects, and eighteen regular subjects, with one volume listing all foreign books by twenty-two different language divisions. This catalog of the adult collection is prepared annually, and monthly supplements are sent out to all holders of the main catalog. The page size is 13" tall by 8" across and the capacity is approximately fifty-five titles per page in the author and title list, with fewer in the subject list. There is also a children's catalog which is in the sixth edition in 1958; it has one volume for authors, another for titles, and two subject volumes.

This catalog is produced by punch-card methods and is one of the earlier ones of this type, following the example of the King County Public Library in Seattle, Washington, which is credited with producing the first IBM book catalog. The King County Library produces throw-away catalogs unbound, but the Los Angeles County Public Library produces a master card file from which multilith masters are automatically prepared on an IBM 407 Tabulator, and stencils are then run to produce one hundred seventy copies of the catalog. Some copies are retained in the central library. The central library also has a complete dictionary card catalog which serves as the basis for the production of its book catalog. There is no public use of the central library as it is simply an administrative headquarters. These book catalogs are bound serviceably with paper board covers and are designed to last just one year. The supplements are sent out in loose-leaf form, punched to fit into a binder.

The production methods used to compile this catalog and some of the departures from standard cataloging procedures as well as the effect on services are presented in a communication from the library, part of which follows.*

"Production methods:

One control card for each entry for the Book Catalogs is typed from the Catalog card giving full author, title, edition, series if any, publisher, date, number of volumes if more than one, a short annotation, subject headings

* For a more complete account of the production of this catalog see the article by MacQuarrie and Martin, pages 208-227, this issue.

and added entries. The subject headings are coded from the subject heading code book; then the key punch cards are prepared on the #026 IBM print, one card for each line to appear in the Book Catalogs. The punched cards are sorted into sets for the author catalog, the title catalog, and the subject catalogs; and multilith masters are prepared once a month for the Supplements. The Supplements are cumulative until time for the next edition when the cards are interfiled into the banks of cards for the catalogs.

Editions are re-run annually. At the time we prepare to run a new edition, all last copy discards are withdrawn, changes and new entries interfiled so that as of the date we run the edition it is up-to-date.

To prepare the pages for supplements and new editions, the punched cards are run through the #407 IBM tabulator which produces multilith masters. The masters are multilithed, 170 copies of each page, and assembled into books which are commercially bound into volumes, using a cheap binding designed to last one year when the books will be superseded by the next edition. The finished books and monthly cumulative supplements are distributed to our 110 branches, institutional branches, and bookmobiles so that each outlet has a complete up-to-date listing of our entire holdings and any patron at any branch has equal access to our holdings and can request any book listed. A list of last copy discards and classification changes is also run monthly so that the branch librarians can delete or change entries in their catalogs."

Some points not brought out in the report are the fact that in the central library, the regional services divisions, the book selectors are said to use copies of the book catalog extensively in preference to using the dictionary card catalog. Also some of the larger branches have four sets of the book catalogs. Two sets are for use of the public and two used internally by the staff. For example, a set of title catalogs is kept at the charging desk since so many requests for books are by title, and a set of the fiction catalog at the beginning of the fiction shelves.

In the author catalog of this set there is the presence of distinguishing dates for authors of the same name which is not true of the New York State Library *Checklist*. In general, the cataloging seems to be even more meticulous and detailed than might be found in the usual card catalog. As described in the changes in procedure, there is little left out and more added than one would expect to find in a new type of catalog. It is trying to serve as much more than a finding list. The presence of annotations indicates that this is no longer merely a list of books in the library and their call numbers. Reader's services has had a definite effect upon the construction of the catalog. Instead of being less elaborate, is this becoming more elaborate than the card catalog?

King County Catalog

The branch catalogs of the King County Libraries, Seattle, Washington, serve a different purpose from that of the Los Angeles County Public Library. These catalogues are unbound, uncut throw-away lists, first distributed in 1951. The branches of the King County Public Library have continuously changing collections of books sent to them from the central

library. With each shipment comes an invoice listing the books sent and a catalog cumulated, apparently, to show all their holdings. Rather than a multilithed copy produced by the use of IBM punch-cards, this one is the actual printing from the IBM cards directly onto the paper which is distributed. It is in loose form with the IBM printing paper uncut so that it is one long strip. Author, subject and title catalogs are sent but they are not interfiled.

Phillips Petroleum Co. Catalog

The National Reactor Testing Station Technical Library, operated for the U. S. Atomic Energy Commission by the Atomic Energy Division of Phillips Petroleum Company, and located 55 miles west of Idaho Falls, is now in the midst of planning a book catalog produced by means of punch-cards. The users of this library are widely dispersed, some being 55 miles distant from the library, but the only card catalogs are located in the main library and in a branch one and one-half miles apart.

The library prepared a list, *Technical Journals at the National Reactor Testing Station*, in September 1959. It is a union list, giving holdings and locations of journals in four libraries. There are about fifteen titles per page, size 8" x 11". It is reproduced by Multilith, the mats having been printed in an IBM 407 tabulator. Hillis L. Griffin, Assistant Librarian, sent us a copy of the publication together with a sample of a preliminary work paper listing, which shows the complete information on each entry, some of which is not printed in the finished list.

The plan at present is to produce a book catalog in three parts: author, title, and subject. Monthly cumulated supplements and a complete new edition each year will keep the catalog up to date. The data given in each entry will be author, title, complete call number, date of publication and location, if in a branch. The original plan was to list about 35 titles on a 50-line page, but recent experiments indicate that a photo-reduction process may be used with a two-column format to increase the page capacity.

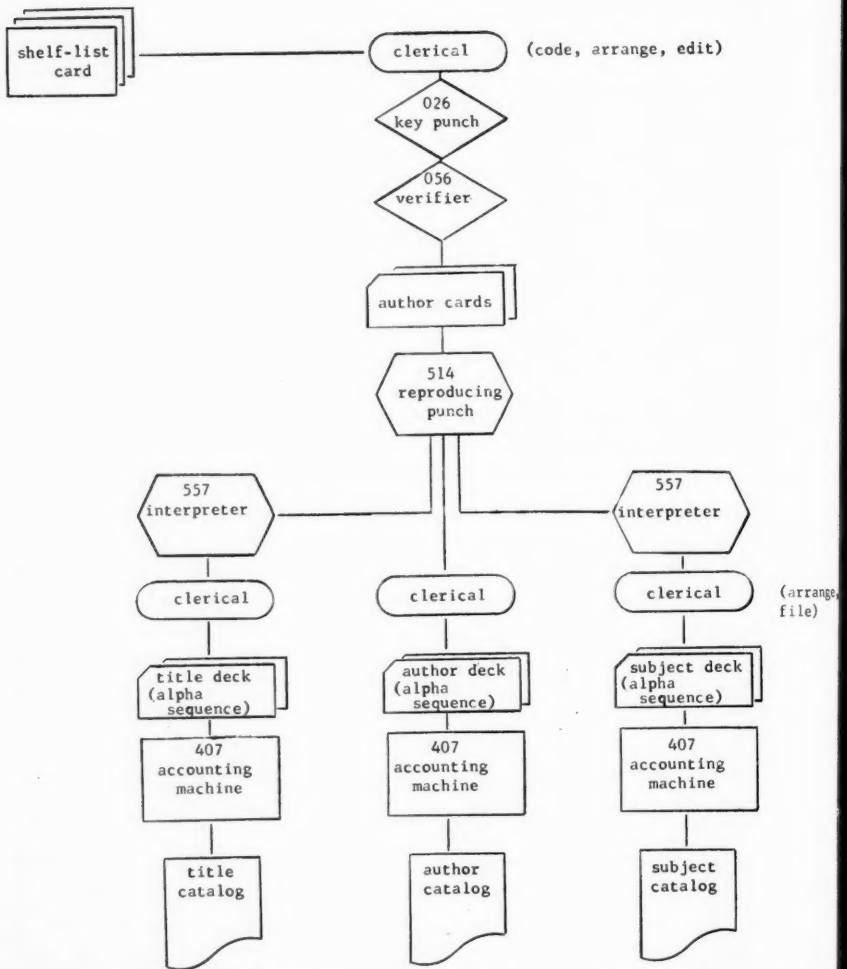
The Library staff members do not think that the book catalog will greatly change cataloging policy, but they do anticipate a great change in the service to users. It is planned to distribute the catalog widely, beginning with an initial distribution of 25 to 30 copies, with the print run of later editions being determined by user demand. Since 80% to 90% of the circulation of the library is requested by telephone, and since the widely scattered users of the library now have to depend on a monthly uncumulated accession list, much time will probably be saved.

The flow chart (p. 204) shows the proposed method of producing the masters for the three-part book catalog.

Columbia River Catalog

The Columbia River Regional Library had both the King County Library and the Los Angeles County Library experiments in book catalogs to study before setting up its own. They chose to pattern theirs after

NRTS TECHNICAL LIBRARY
IBM BOOK CATALOG
Flow Sheet



the Los Angeles catalog. The first edition of their *Catalog* was in seven volumes: the adult catalog has an author volume, a title volume and two subject volumes, while the children's catalog consists of one volume each for authors, titles and subjects. As is true in Los Angeles County, each branch has a complete catalog of the holdings of the system. The pages are $8\frac{1}{2}'' \times 11''$ and contain from 25-29 entries each in the subject catalog, the only one available for examination. A second edition of the *Catalog* will be produced early in 1960. Budgetary limitations have prevented the publication of periodic supplements; therefore, branch librarians must keep up-to-date through the use of monthly lists of new acquisitions.

Some of the reasons cited by Dorothy R. Cutler, Acting Director, for the adoption of a book catalog rather than a card catalog are: "They eliminate the necessity of investing in card catalog furniture; they save clerical time at headquarters such as typing cards, invoices, etc.; and, most important, they save the time of headquarters and branch librarians in adding and withdrawing catalog cards in the branches. Library personnel freed from these tasks by IBM-produced catalogs can perform other more vital library services."

Miss Cutler gave a brief outline of the procedures for preparing the *Catalog* in an article in the Summer, 1958, issue of *LRTS*, as follows:

"1. The official shelflist card is the source document from which the IBM cards are punched. It contains the subject headings assigned to each book and the code number for each subject.

2. Cards are punched by an #026 IBM Printing Punch, one card by author, one by title, and one for each subject assigned to the book.

3. Cards will be accumulated in alphabetical order by author, title, and subject.

4. When this process is complete, these cards will be shipped to the IBM Service Bureau Corporation in Seattle to be run through the #407 IBM Tabulator, which will print multilith masters.

5. Masters will be returned to the Columbia River Regional Library, Wenatchee, and pages of the book catalog will be duplicated on a Model 80 Multilith machine.

6. Pages will then be assembled and bound, and the catalogs distributed."

G. K. Hall Catalogs

G. K. Hall & Co. of Boston published in 1959 *Subject Headings Authorized for General Use in the Dictionary Catalogs* of the New York Public Library Reference Division, in five large volumes. The page size is ten inches wide by fourteen inches high containing twenty-one entries in three columns at two thirds actual size. The book is apparently made by microfilming the 3" x 5" cards on which the subject headings are recorded and then making electrostatic prints from the microfilm. These prints are then apparently laid up in columns of seven and rephotographed to make the offset plate. This process is not known to be the way it is done, but the poor quality of the reproduction indicates it. Such methods of reproducing the whole of a 3" x 5" card in book catalogs inevitably leads to a great waste of space on each page and a consequent high cost and bulk. It takes 5,000 pages to record only 100,000 entries in this subject heading list.

National Academy of Sciences Catalog

The Division of Medical Sciences of the National Academy of Sciences has a research project, known as the Cardiovascular Literature Project, supported by a grant from the National Institutes of Health. It is essentially a bibliographical attempt to make an index-abstract of all information concerning the effects of chemical agents on the cardiovascular sys-

tem. A Kodak Listomatic Camera in combination with punched cards is used for its compilation. Dr. Isaac D. Welt, Director of the Project, has written an excellent description of his use of these two devices, as follows:

"The Listomatic approach was chosen after careful consideration of all then available (in 1957) devices for the following reasons:—

1. It enabled publication of index entries without the necessity of 'shingling' several hundred thousand entries at the last minute. Entries are typed up, proof-read and filed each working day. The speed of the camera, which can handle about 230 entries per minute, is more than sufficient to permit publication at the very earliest possible time following the transcription of the last index entry.

2. Cumulations can easily be made by interfiling IBM cards.

3. With the exception of the alphabet over-punches (11, 12, and 0) and positions 3 and 4 in column 52 (for use in telling the camera how many lines are to be photographed), the rest of the punch card is available for coding for the purposes of mechanized information retrieval.

Some groups, the *Current List of Medical Literature* among them, are utilizing the blank portion of the card for mechanical alphabetization. The size of our project and the complexity of the chemical nomenclature involved, however, preclude this use. Instead, we prefer to code chemical structure and biological activity in order to achieve avenues of data retrieval not permitted by the obvious limitations of our 'reciprocal' main subject heading-subheading approach. Thus, the same card, which serves as the 'manuscript' for publication of an index, does double duty as a unit of our mechanized information retrieval system.

The limitation of the camera field to 3 or 4 typewritten lines (we are using IBM Registry type) affects about 5-10 percent of our entries. In such cases, we prefer to use single-line entries on separate continuation cards. We utilize 6.6 inches of the card horizontally and photograph our entries at a reduction of about 40 percent.

When we began our data transcription, the only mechanism available which would permit us to type up our cards accurately enough (the distance of the first typewritten line to the top of the card is quite critical and must be accurate to within one-hundredth of an inch), was an Electrical Line Finder, manufactured by the Standard Register Company. When this accessory is used with an IBM typewriter (other machines may also be employed), a continuous card stock form with perforations along the sides is employed. The typist can go from one entry to the next simply by pressing a button which moves up the form the precise vertical distance of an IBM card. The first typewritten line is then accurately and precisely positioned.

IBM cards are cut out of this continuous form by means of a Card Form Die Cutter which can handle 100 cards per minute. Incidentally, both this machine and the Listomatic Camera are not owned by us. We have an arrangement with Science Press, Inc. of Lancaster, Pa., for the use of these machines on a rental basis.

Recently, a card-holding platen has become available (IBM) which enables the typing of separate IBM cards with the requisite degree of accuracy.

Cards are then gang-punched by means of an IBM punch. Position 3 in column 52 is punched to indicate two typewritten lines, and position 3 and 4 to show three typewritten lines. One-line entries do not have to be

punched. Cards are then filed manually.

The Listomatic Camera will produce a paper negative or positive which can be used for proof-reading purposes.

The final page is produced by conventional photo-offset techniques."

It seems quite likely that such a photographic technique might be both faster and cheaper than the present methods being used to reproduce library catalogs by means of punched cards in which the entry must be run through an IBM printer, either to produce the catalog directly or to produce a Multilith master.

Summary

In summation, recent library book catalogs seem to have been produced by the following six methods:

1. Typing pages from card file for photo offset.
Example: a. 3000 copies of the Lamont catalog. (1953)
2. Tabulating cards machine-printed on multilith masters.
Examples: a. 170 copies of the LA County Library (1956+)
b. Columbia River Regional Library (1959+)
c. Phillips Petroleum Co. Catalog (1960+)
3. Tabulating cards machine-printed as final copy.
Example: a. King County (1951)
4. Tabulating cards machine-printed to make copy for offset reduction.
Example: a. New York State Library *Checklist* (1956+)
5. Tabulating cards printed by sequential camera.
Example: a. National Academy of Sciences' *Cardiovascular Literature*
b. *Index Medicus* (1960)
6. Microfilm of 3" × 5" cards with electrostatic printing.
Example: a. Avery Library (1959)
b. NYPL Slavonic (1960)
c. NYPL List of Subject Headings (1958)

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The Book Catalog of the Los Angeles County Public Library: How It Is Being Made

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Book Catalog versus Card Catalog

LOS ANGELES County Public Library has received a great many inquiries concerning its IBM Book Catalog since the inception of the catalog seven years ago. We have been honored by interested visitors from nearly every state in the union and from more than twenty foreign countries. Much professional interest was also shown in our exhibit at the ALA Annual Conference held in San Francisco in July 1958, regarding which a University of California Library news release stated: "Among the exhibition booths, undoubtedly the busiest were several non-commercial ones particularly Los Angeles County Library's, with its examples of IBM card-punched catalogs in book form." Because of this widespread interest on the part of librarians and the studies being made by the American Library Association Inter-Divisional Committee on Book Catalogs, we have been impelled to prepare this analysis of the technical preparation and cost of the project.

Our Book Catalog is the basic tool with which we are striving to render complete service to library patrons and expedite that service on the branch library level. It is an integrated, annotated listing of all adult and juvenile holdings—fiction, nonfiction, and reference—available through regional and institutional branches. The story of its development has its origin in the postwar industrial expansion of our County Library district which is one of the largest in the country and one faced with many problems and opportunities resulting from the impact of soaring population and large-scale changes in the constantly shifting patterns of civic and community life.

In 1952 we had 114 service outlets, only twenty-five of which were equipped with card catalogs. This meant that most of our branches were

left without any key whatever to the entire holdings of the library system. The difficulty was intensified by the shifting of population from areas where cataloged branches were located to growing suburban communities in which new branches were rapidly becoming larger than the older ones equipped with card catalogs—some of which had been installed as long ago as 1926. Because of the fluid nature of the County Library's collections, the books were in a continuous state of transfer from Central to branches. Branch collections differed accordingly, so that no single card catalog could be duplicated for, or used by, another branch. All this increased the need for a flexible tool providing branches with equal access to our entire book stock.

Library literature was then full of the complaints of library administrators dealing with the high cost of cataloging and the library card catalog was generally considered to be the principal culprit in the matters of expense, space, and upkeep. We had long considered the various cost-saving methods, such as shortening entries, eliminating or using fewer subject headings, minimizing added entries and analytics, and the setting up of mechanical processes used to produce cards. While such methods promised to reduce cataloging costs in some measure, it was decided that they would severely limit the usefulness of the card catalog, with the result that more time would be required for bibliographical searching. Since the extended use of printed bibliographies or reading lists likewise offered the reading public only partial coverage, the only effective way to reduce costs and still provide equal or better service appeared to be a change to a completely different type of catalog.

It was about this time that we heard of an experiment being made with book catalogs for branch libraries, prepared with International Business Machines equipment and suggesting the space-saving advantages we were already aware of in the Library of Congress printed book catalogs. The idea seemed feasible, and in August 1952, with the help of the local IBM office, we started ground work on our own book catalog. The plan provided for an annual children's catalog in author, title, and subject volumes, with cumulative bimonthly supplements, and an adult catalog to be issued annually in five sections. The adult catalog was to comprise an author catalog, a title catalog, and annotated subject lists for fiction and nonfiction, plus an auxiliary volume for books in foreign languages. The four principal adult parts were each to be made up of a group of volumes and were to include cumulative supplements designed to be issued monthly.

The Project under Way

Group meetings were held with Central Library and branch personnel in the preliminary phases for the purpose of determining which items on the catalog cards were to be reproduced in the book catalogs in the event of the approval of the project. Following these meetings, questionnaires were sent to the branch librarians and their assistants. From the results of the meetings and the tabulations of questionnaire answers, we learned

that many items on catalog cards long considered necessary by catalogers were either ignored or found to be confusing to the public. The filing arrangement in the branch card catalogs also met with considerable criticism.

After many conferences and a final library committee report—and in view of the fact that Los Angeles County Public Library is neither a research center nor a special library—we decided to include in the book catalogs only such information as was considered necessary by readers and branch librarians. Rather than scholarly or bibliographical aids, our intention was to make the catalogs quick-reference, alphabetic tools with logical and systematic arrangement of the various fields of knowledge.

The items considered necessary in the book catalogs were classification number, author (full name and all cross references), title, edition (other than the first), date of publication, volumes (when more than one), and a short annotation, with the reading level for children's books. The branch librarians requested many more subject headings and title references from partial titles than had customarily been made, and they generally disregarded joint authors or other added entries unless the publication in question was better known under an entry other than the author.

Interest was shown in editors and illustrators only for special titles and classics, or books featuring particular illustrations or famous illustrators. The only imprint item considered important was the copyright date, though we have since included the publisher. Collation was considered immaterial and descriptive notes were ignored except for contents and series, while bibliographical notes as such were regarded as being of occasional usefulness only. Branch librarians generally agreed that they wanted us to use present-day terminology and phraseology. They also asked that we develop and incorporate analytics, in order to expand and make the greatest use of the existing book collections. Still another useful suggestion that we received as a result of the group meetings was that the catalogs be divided, with adult catalogs separate from the juvenile, and with authors, titles, and subjects likewise listed separately.

In order to reduce operating costs, it was planned to perform the work on IBM machines used by other county departments, between their peak periods. Since the work was eventually to be done by four departments, the IBM staff also worked with the cooperating departments in order to acquaint them with the nature of our project. IBM designed our form for the key punch cards and wired the tabulator control panel, in addition to performing certain experimental work.

In the fall of 1952, Mr. Henderson, the County Librarian, requested the Chief Administrative Officer of the County to authorize a study of the book catalogs, as compared with conventional card catalogs, from the combined viewpoints of cost and public service. The CAO accordingly sent us two analysts who spent sixty days studying the feasibility of the book catalogs to be prepared in accordance with the proposal submitted by the IBM consultant, the budgetary requirements, and the usability of the book catalogs for both the public and the branch librarians.

On the basis of this exhaustive inquiry, the Chief Administrative Officer approved the continuance of the project, with the added recommendation that the Book Catalog should serve a multiple purpose, namely:

1. Provide equal and complete access to the library's holdings for all County Library service outlets in the field.
2. Enable all library patrons to know that they have free access to these holdings—general collections, reference collections, special collections, and cataloged documents, pamphlets, and periodicals.
3. Describe and organize the holdings in such a manner that patrons may be more aware of their contents, importance, and usefulness.
4. Make foreign holdings available to patrons who wish to read in foreign languages.
5. Expand the use of the library's book collections through the use of analytics, cross references, partial titles, added entries, etc.
6. Give reading levels by age or grade in the annotations appearing in the *Children's Catalog*.

In order to expedite the project, the Branch Catalog Section was organized within the Technical Services Division. A principal librarian was to be in charge, whose responsibilities included necessary contacts with the IBM representative and the tabulating sections of the other county departments.

Children's Catalog

Since the library's holdings of children's books were smaller and the entries shorter and simpler, and since the Children's Division was willing to help with the annotating and grading, we decided, for the sake of expediency, to start with the *Children's Catalog*. Essentially a trial operation, the work was to a considerable extent a manual operation, such as the assigning of additional subject headings, the coding and filing, and the separating of juvenile entries from the adult. Our card catalog included both juvenile and adult entries, with Library of Congress subject headings and terminology.

Upon the completion of the first edition of the *Children's Catalog* in 1952, the main question asked by parents, teachers, and branch librarians was "Could we simplify the terminology used in the subject headings?" In other words, why not use words and subject headings children could readily understand, the kind used in their school assignments? Accordingly, with the help of the Children's Division and the County Superintendent of Schools, we remade the Children's Subject Catalog entirely, changing to simple and more popular terminology, as used in Eloise Rue's *Subject Headings for Children*. We incorporated our own innovations and adaptations, however, in order to follow the county school curriculum as closely as possible.

To date, we have issued seven juvenile editions, which now comprise an author volume, a title volume, and three annotated and graded subject volumes—five volumes in all. In the author volume, we have indicated the

order in which books in some of the popular series are to be read, such as the "Betsy," "Little House," and "Moffatt" stories. Many of the better-known publishers' series are also indicated in the author entry for the particular title in the series, with the complete list of titles appearing in the author volume, under the name of the series, as in the case of the Landmark Books or the Makers of America series.

Adult Catalog

The preparation of the first edition of the *Adult Catalog* was spread over a two-year period, 1953-1955. Except for a few temporary workers, we had but limited additional personnel on the project, most of the work being performed by the regular cataloging staff as time and routine duties permitted. Furthermore, only part of the time spent on the project by catalogers was so charged inasmuch as we completely revised our central union card catalog in the preliminary phase of the work—weeding it, correlating subject headings, eliminating unnecessarily detailed subject breakdowns, and changing over to up-to-date terminology. For the first time in thirty years our card catalog at the Central Library was completely revised and the subject and author authority files were brought up to date.

The first edition of the *Adult Catalog* was completed in twenty-four volumes, each of which averaged 500 pages, 8½" by 13" in size, with 78 lines to the page. Each of the approximately 161,000 titles required about ten punched cards (one line of print to a card).

Copies of the first edition of the *Children's Catalog* were handbound in the Catalog Division, using pressboard covers, bookcloth spines, and Chicago screws, so that labor costs constituted our biggest item. Pressboard was also used for the *Adult Catalog*, but with commercially-assembled spiral bindings.

Annotations for the subject catalogs were adapted from those found in *Book Review Digest*, *Standard Catalog for Public Libraries*, A. L. A. *Booklist*, Wilson's *Children's Catalog* and *Fiction Catalog*, Baker's *Best Fiction* and other standard sources. Subtitles were used as annotations whenever appropriate, as well as "contents" notes when not too long.

The IBM Method

The first step in the project was the designing of the tabulating card. An electroplate was then cut to specification for the printing of the initial card order and for use on all reordering of cards. The same card layout form has been used for all types of entry.

Cards are 7.375 inches wide, 3.25 inches in height, and .0065 inches thick. They are provided with different colored stripes along the top edge to indicate the particular catalog for which the card is to be used. Green-striped cards are used for authors, red for titles, plain manila for subjects, and yellow for subject headings and "see" and "see also" references. Each contains eighty vertical columns and each column accommodates punched holes representing a single letter or number. Columns are numbered 1 to 80, from left to right. A single card makes one line of print for the book

catalogs. Upper left and right corner cuts assist in visual identification.

Transcribing of information from catalog card to tabulating card in the form of punched holes is accomplished by the use of an IBM card punch, commonly referred to as a "key punch." The data is punched into the cards in a key-driven operation similar to typewriting. Verification of the punching may be done in several ways, the most direct being a second key-driven machine operation. Visual proofreading is an alternate means of verification.

Holes are punched in significant positions and are read and identified by the "fingers" of the IBM machines as the cards feed through the several machines—for machine responses are controlled by what is read. The fingers of the IBM machines are wire brushes which rest on the cards as they flow by and, when holes come under them, reach through and complete an electrical circuit with a contact beyond the card. In this way the IBM cards containing the data in the form of punched holes actuate the machines into automatically performing the various operations needed in the production of the book catalogs, i.e., the sorting and merging of the cards and the reproducing of the card information on stencils for multilithing of the catalog pages.

The tabulating card is further divided into six "fields." The first field of 54 columns is used for the author, last name first, followed by the title of the book, edition, copyright date, and any necessary volume information; the second of 11 columns is for the classification number, or serves to indicate "document" or "periodical"; the third is a free field of 6 columns and is used presently for punching "g" in column 66 to indicate the year of acquisition; the fourth of 7 columns is for the subject code; and the fifth and sixth fields, comprising columns 79 and 80, are used for the card sequence number.

In the preparation of the *Adult Catalog*, the preliminary work of the library catalogers included the checking of our subject authority files against the Central Card Catalog (780 Library Bureau trays). This meant verifying all subject headings and "see" and "see also" references, in order to be sure that they were in use and in suitable form. Due to machine limitations, certain Library of Congress subject heading forms had to be adapted to our special needs. For example, the curves were dispensed with, so that Composition (Art) became Composition in art; Cookery (American) became Cookery, American; Cookery (Honey) became Cookery—Honey; Love (Theology) became Love, Theological; and Serpents (in religion, folklore, etc.) became Serpents in religion, folklore, etc. Other punctuation lacking on the county-leased machines were exclamation and question marks, colons, semicolons, and brackets. While some IBM machines with these marks were then available, those in use by the county departments concerned were not so equipped. The special type used on the #407 tabulator at the Registrar of Voters was similar to 8-point roman-gothic.

Subject headings and cross references were typed on blue cards, kept in alphabetical arrangement and sent for key punching to the tabulating

departments in the offices of the County Registrar and Assessor. In order to use the machines, all filing had to be in straight alphabetical order without regard to punctuation.

Machine Processes and Operation

Two types of tabulating card punches—types 24 and 26—or so-called “key punches,” have been used in the production of our book catalogs. In the original phase of the work as performed for us by the aforementioned county departments, type 24 was used, but in the continued maintenance of the catalogs on our county-leased machines we used type 26. The two machines are essentially alike, however, the difference being principally in the printing mechanism. Cards punched on type 24 must be put through an “interpreter” in order to obtain the printing on the card. On type 26, punched characters are printed as they are punched. Each character prints on the line of the card above the punched column, thereby providing a full reading or interpretation of the card. When the punching on the card is printed on the face of the card itself, the printed translation is referred to as “interpretation.” When punching on the card is printed on another form, the writing is termed “printing” or “listing.”

The card-punch machine is relatively easy for a typist to operate. The program card, which is a basic part of the program unit, is prepared on a standard 80-column card for each punching operation and can be used repeatedly. It is mounted easily on the program drum, which is then inserted into the machine. Proper punching of the program card controls the automatic operations for the corresponding columns and allows for the skips and automatic duplication of part of the data from the master card and the key punching of the balance. The cards to be punched are placed face forward in the hopper, which holds approximately 500, and are automatically fed into position, front card first. A reading board provides ample space for the “control,” or source, cards from which the IBM cards are punched.

The card punch has a combined alphabetic and numerical keyboard. By utilizing two punches in each column, alphabetic characters can be reproduced. For this purpose, each column is considered to contain two zones, the lower, consisting of positions 1 through 9, and the upper, comprising the 0, 11, and 12 positions. A single punch in both the upper and lower zones is used to record alphabetic characters. To form the letter “A,” for instance, the 12 position and the 1 position are punched in a column, a combination of the 12 and 2 positions producing a “B.” Punctuation requires three punches, and the 8 and a 3 in the lower zone and the 0 in the upper, in order to produce a comma, and the 8, 3, and 12 for a period.

For the original setup, the most direct method of verifying the key-punched information was used—the key-driven operation. This was performed by a verifying machine operated in a manner practically identical with that of key punching. The verifying operator *reads* the same information from the source card and *depresses* keys in the same manner as in the original punching. Key depressions are compared by the machine

against the holes already in the card and in the case of a discrepancy signals to the operator the fact that the two recordings are unidentical and that an error has been made—a robotian *modus operandi*. However, when using the library-leased print punches, verification, or interpretation of the punched holes, is accomplished by simply reading the printed record at the top of the card.

Sight-checking is another means of verification. When cards in a given group contain identical data, they may be joggled into alignment, so that light is visible through the common holes. Once proofed and verified, the cards may, with normal care, be processed many times. When changes are necessary, only the card affected needs to be repunched. While there is no particular need for proficiency, key punch operators and others working on the catalogs often find the ability to read punched cards a skill of considerable practical value.

Subject Headings

Subject headings and “see” references are punched on yellow-striped cards without the corner cut. The subject punching begins in column 12 and continues through column 54, the continuation cards beginning with column 15. There *must* be an X- or 11-punch in column 70 of the *first* cards for all subject headings and “see” references, in order to allow for the counting of headings and the control of spacing before and after the heading in the final tabulating operation of the subject catalog. Sequence numbers that are the same for subject headings and “see” references are punched in columns 79 and 80. The “see also” references are likewise punched on yellow-striped cards, beginning in column 15, with a different series of sequence numbers. “See also” references do *not* have an X- or 11-punch in column 70. The period is used to close all “see” and “see also” references, but subject headings are unclosed.

The subject headings and references were put through the electronic calculator and all the cards with the X-punch in column 70 were counted. The X-punch impulsed the counter control and, with the total count at hand, it was determined from the seven digits allowed on the IBM card for the subject code (columns 72-78), exactly how many numbers could be allowed between each code number, for future expansion. The calculator was set for punching the code numbers in progression, allowing for the predetermined expansion, or 240 units between subject headings. A second or duplicate set of cards was then reproduced for the master subject heading file. This reproducing is the operation by which the information punched in one set of cards is punched into another set. No verification is necessary, for the accuracy of the punching operation is verified simultaneously by the comparing feature of the machine.

The master set of subject headings was put through the #407 IBM accounting machine, commonly referred to as the tabulator, which printed 150 cards or lines per minute on continuous-form paper. The sheets were separated and numbered and bound in our own division, resulting in the first printing of our subject-heading code books. Additional headings, as

required, are written in the subject code books in correct alphabetical order and a code number is assigned from the units allowed for expansion.

The clerical staff of the Technical Services Division copied from the Central Card Catalog, on waste stock, all main entries, author-name cross references, added entries, series, and analytics, including information in the body of the card previously agreed upon for use in the book catalogs. For nonfiction prior to 1940, we omitted all added entries, annotations, and partial titles. In accordance with the limitations of our IBM machines, curves were omitted (as in LC subject heading forms and the names of married women) and the dash was substituted for the colon, the comma for the semicolon, and the period for question and exclamation marks. When lack of punctuation changed the meaning of the title, we made a duplicate copy of the card for the "punctuation file," from which the necessary punctuation was eventually added to the stencil by typewriter.

All analytics and added entries were made in "see" reference form. For "see" and "see also" references there had to be an X-punch in column 74 on the card following the "see" or "see also," or, in other words, the X-punch in column 74 had to be in the second card in order to pick up the classification number in the Dewey field.

Control Cards

The copied cards we referred to as "control cards." In the upper left-hand corner of the 3 x 5 card appeared the classification number, then the author's surname, full forenames, title of the book, edition, the publisher's name in abbreviated form, and the copyright date, followed by any necessary volume information. The annotation on the card was given in note position, with the subject tracing blocked below. Cards were kept in alphabetical order. The code number assigned from the subject heading code book was then added in red in front of each heading.

Subject detail cards were then punched from the control cards. These were the manilas, without a color stripe but with the upper left-hand corner cut. They included the author-title entry, plus the annotation, and one complete set of the cards was punched for each *subject tracing or code number*. In punching the sets, the first eight columns were always duplicated on the second and succeeding overflow cards for the author-title, annotation, and title-author entries, as a means of identifying and keeping the sets together. The punching was identical for each set of cards, except for the code number, the repetitive information being duplicated or punched automatically. In the second and succeeding sets of cards, an X was overpunched in column 72.

Upon the completion of the punching of the subject detail cards, the entire group was put through an IBM #514 reproducer and one set of green-striped cards was reproduced from the detail cards without the X-punch in column 72. This gave us a set of green-striped cards to make up the file of author entries for the *Author Catalog*. The reproduced annotation cards were discarded later, when it was decided that the *Author Catalog* would not be annotated.

Sorting

The subject entries were sorted numerically by subject code and merged by an IBM collator behind the corresponding subject heading cards. The collator is designed to interfile two groups of cards arranged in correct sequence, an operation referred to as "merging," in which the two sets of cards are merged according to the subject code.

The yellow-striped subject heading cards are without corner cuts, while the detail cards have a cut in the upper left-hand corner. This allows the subject headings to stand out in the file, thereby exposing the cards for ready reference and setting up each group of cards behind the subject heading as a separate unit.

Punching fields for the titles differ from those of other entries, so that the titles must be punched separately. This is done on red-striped cards. The first field of 54 columns is for the title, followed by the word "by" and the initials and last name of the author. The second field of 11 columns is for the classification. The third field of 13 columns consists of the duplication of the 9th through the 21st space of the title, upon which the alphabetical sort of the IBM sorter machine is used. Sequence numbers are punched in the fourth field, columns 79 and 80.

The sorter reads one card column at a time and separates the cards according to the punch holes they contain. To operate, a group of cards is stacked face downward in the hopper. The machine then slides a card from the bottom of the deck and feeds it past the reading brush, which may be set to read any column. Each card is read in the chosen column and is routed to one of the thirteen stacking pockets. There is a single pocket for blank cards or rejects and twelve pockets to receive cards containing any of the twelve possible punches.

The sorter affords a speedy and accurate method of arranging the title cards in complete alphabetical or numerical order. The sorting operation is performed at the speed of 650 cards a minute for each column sorted. Arranging the cards in an alphabetical sequence requires double sorting of each column, since each letter is recorded by two holes in a single column. Therefore, each card goes through the sorter 44 times in order to alphabetize the titles through the 22nd letter, which results in an almost complete alphabetical arrangement. The sorting starts with the 22nd space on the title card and works backward to the beginning of the title.

The Tabulator

The IBM accounting machine, or tabulator, prepares the proof sheets and stencils from the IBM cards. The machine prints information from 120 printwheels, which form a solid bank 12 inches wide. Each printwheel has 47 different characters, namely, all the letters of the alphabet, all the numerals, and special characters such as punctuation marks. Cards are read and printed by the tabulator at the rate of 150 per minute.

Automatic operation of the tabulator is performed through the control panel, the diagramming and wiring of which is exceedingly involved. Our original diagramming was done by the IBM office in order to incorporate

all the requirements of the book catalogs, however, county tabulator operators made further changes for us as the project progressed. With careful programming and the use of alternate switches, the one control panel was used for the listing of the code books, for prooflisting, and for the final stencils for the Adult and Children's catalogs, without making changes in the wiring. The diagram was color-coded and wires in corresponding colors facilitated the wiring job.

The panel is wired through selector switches to allow for the proof-run showing the code numbers, the X-punches, and the acquisition and sequence numbers, since data punched in different fields on the cards may be shown by the class selectors in one run or be omitted in another, or be separated automatically in various positions on the printed form. An example of this is the classification number, which is punched in columns 55 through 65 and, by the use of selectors, appears on the left side of all printed forms. The panel is also wired through switches for six lines to the inch of printing in the *Children's Catalog* in order to allow for ease in reading, and for eight lines to the inch in the *Adult Catalog*. The double spacing allowed before and after the subject headings in the catalogs is controlled by wiring in the panel through which electrical impulses are "sensed" by the X-punch in column 70 of the subject card. The word "continued" is wired into the control panel, to show on the stencil if a break is made in a "see also" reference.

Forms are automatically positioned in the tabulator by the use of the carriage, which is set up for operation by inserting the prepunched tape in the tape-controlled mechanism. This control tape is of narrow paper cut to correspond exactly to the length of the form to be run. It has 12 columnar positions, which are indicated by vertical lines called channels. The tape is first marked in the channels in which the holes are to be punched, for which a small, compact punch is provided. The mark in the first channel is on the horizontal line corresponding to the first printing line of the form, the additional marks in the respective channels being for the other skip stops and the overflow signal required for the form. Of these tape channels, number 1 locates the first printing line, i. e., the starting or "home" position; number 2 the first "body" line, or opening line of text on the page; number 3 the predetermined total, or terminal line; and number 12, which is punched in a position corresponding to the last printing line of the form, the allowable overflow, or excess, line.

When subject entries carry over from one page to the next, by "overflow skipping," the subject heading is printed at the top of the second and succeeding pages. When one stencil is filled to the determined length, and the next stencil advances, the subject heading in use is printed at the top of the continued listing. This overflow skipping is caused by sensing a punch in a specific position of the tape.

Continuous-form paper for proofreading and continuous-form stencils for the multilithing of pages are used on the tabulator. The continuous forms carry marginal punches at half-inch intervals on each side. Pin-feed

devices geared to the machine platen carry the forms into position for the printing.

For the original catalogs, cards were listed by the tabulator and printed on the continuous-form paper for proofreading. The control panel was wired through selector switches to allow for the proof-run to show the code numbers, X-punches, and the duplication of the first eight columns on the author and detail cards. This was especially important, for incorrect punching in these fields would have become apparent in the finished catalogs. Proofreading was necessary in view of the two or three complete procedural cycles normally required for a punched-card job of this size to reach normal efficiency.

Upon the completion of the proofing and correcting of the original work, the cards for each section of the *Adult Catalog—Author, Title, Fiction and Nonfiction Subject* volumes, and the *Foreign Catalog*—were then listed by section on continuous short-run stencils.

The stencils were proofed for typographical errors and correct pagination, and each heading in the subject sections of the catalog was underlined by hand—our one entirely manual operation. The underscoring was done with reproducing ink, in order to allow subject headings to stand out on the page for ease in reading. Stencils were duplicated on 8½" x 13" book paper, using two #1250 multilith duplicators. Two hundred copies were duplicated for the *Children's Catalog* and 170 copies for the *Adult Catalog*.

Adult Author Catalog

Our *Adult Author Catalog*, presently in nine volumes, is a key to the use of nearly a million and a half volumes. It lists the complete adult book holdings, both fiction and nonfiction, as well as cataloged documents, pamphlets, and periodicals, available through branches in the eight regional areas and the Central Library in downtown Los Angeles. It is kept up to date with cumulative supplements listing new and other recently acquired publications, the supplements being eventually absorbed into the cumulative annual editions.

Entries in the *Author Catalog* are arranged in a single alphabet, generally by author and sometimes by issuing agency, as in the case of a U. S. or California State government department, or an association, such as the Brookings Institution. To facilitate use of the catalog, entries are made under real names and pseudonyms, with distinguishing dates for identical names. References to the accepted form of the author's name are made from variant spellings, women's married names, pseudonyms, and alternate forms of organizational, or corporate, names. Additional entries are provided for names associated with given works, including those of editors, sponsoring organizations, and occasionally translators and illustrators, together with reference to main entries for fuller bibliographical information. A list of symbols is provided, also the classification outline for nonfiction. In the list of symbols is the asterisk (*), which denotes titles of special interest to readers of junior and senior high school age.

Also in the *Author Catalog* will be found, listed by author, books written to be read in sequence. Examples of these are Allis: Field Family Saga, Galsworthy: Forsyte Saga, and De la Roche: Jalna Saga. Notations are made in the title for books that have received special awards, in such manner as "Awarded the Pulitzer Prize," followed by the year. Cross references are made from the *Adult Catalog* to the *Children's Catalog* and vice versa for books appearing in both collections. For two or more titles bound as one, the note "Bound with" or "With this is bound" is included in the entry.

In order to make the greatest use of our total book collection, we have incorporated a number of special projects, including some not brought out in the card catalogs. Three hundred sixty-four series have been traced to date, as, for example, the American Lake Series, the Civilization of the American Indian Series, and Rivers of America, with listings of the individual titles within the series. Many additional analytics have been worked out, as in the cases of the Harvard Classics, Great Books of the Western World, America in a World at War, the U. S. Bureau of American Ethnology publications, Reuben Gold Thwaites' Early Western Travels, and the John Randolph Haynes and Dora Haynes Foundation monograph and pamphlet series. Collective biography, innumerable short story collections, and more than a hundred play anthologies have also been analyzed.

Adult Title Catalog

The *Title Catalog*, in six volumes, is arranged alphabetically by first word of the title without regard to "A," "An," or "The," first-word articles being given, hand-interfiled, only when meaning necessitates. No dates or editions are given, but more title analytics and references from partial titles are made than customarily appear in card catalogs. Following the generally accepted cataloging rule, we have used distinctive titles only, since titles commencing with such general terms as "Directory of" or "Complete Book of" are excessive in number. In the case of a title that is the same, or similar to, the subject heading and obviously indicates for the patron the subject under which the book may be found in the subject catalog, we have omitted the title in question. For example, Hinckley's *Directory of Antique Furniture* is to be found under the headings "Antiques" and "Furniture."

Cross references are made in the title volume for variant spellings, such as "Handcraft" and "Handicraft." For books available in the library under different titles but with the same text, a notation is added to the title entry for each reading "Also available as." The filing arrangement, due to the mechanical sorting, differs from standard library filing. By machine, the arrangement is period, dash, comma, phrase or sentence, and possessive. The hyphen is disregarded.

Adult Nonfiction Subject Catalog

The *Nonfiction Subject Catalog*, now in eighteen volumes, is the largest of all the parts and combines practical features and exhaustive cover-

age, with the needs of the reader foremost in mind. It is arranged alphabetically by subject, then alphabetically by author under subject. Complete entries are given, as in the *Author Catalog*, plus a descriptive note or annotation. If the library has several editions of a particular title, only the most recent appears in the subject listing, with the notation "For other editions, see Author Catalog." Used in the subject catalog are "see" references from the broad to the specific form, "see also" references to bordering subject fields, and explanatory references on the scope and reader interest of the subject.

Adult Fiction Subject Catalog

The four-volume *Fiction Subject Catalog* is a selective annotated list containing the classics and the best modern novels and short stories. Subject headings are arranged alphabetically and conform in general to those in Wilson's *Fiction Catalog*, but with many variations and additions. Entries under subject headings are alphabetical by the author's last name.

A special feature of this unique fiction catalog is the extensive subdividing of historical fiction by country and period. *Gone With the Wind*, for example, appears under Historical Fiction—U. S.—1861-1865, Civil War, and U. S.—1865-1898, Reconstruction Period, as well as under the separate headings Character and Characterization, Georgia, Love, Selfishness, and Slavery. Biographical fiction—in addition to being listed by various subjects in the *Fiction Subject Catalog*—is entered in the *Nonfiction Subject Catalog* under name of the biographee, as under Lincoln, Abraham, Pres., U. S., where biographees are not only to be found, but a list of novels about Lincoln under the subheading "Fiction."

Adult Foreign Language Catalog

The single-volume *Foreign Catalog* is arranged by language, separated into nonfiction and fiction. Entries are by author's name and in some instances they are annotated and give the title in English. Thirty-five languages are represented in all. These entries also appear in the *Author Catalog*, in the *Title Catalog* and in the *Subject Catalog* when appropriate.

Routines and Procedures

Most of the IBM procedures here described were used in the original phases of the project, but all work subsequent to the first editions of the catalogs has become maintenance. In view of the quantity of new titles added each year, two punch card machines have been required. Tabulating service by the other county departments is being continued; and the cards are sight-proofed and hand-interfiled.

We have continued to issue the book catalogs on an annual basis. In addition, the Adult Cumulative Supplement is published monthly, in four sections—Author, Title, Fiction (by subject), and Nonfiction (by subject). Cumulative children's supplements are issued bimonthly.

The Classification and Catalog Section of the Technical Services Division prepares the control cards representing the new titles added to the

library's collections and sends them daily to the preparatory unit of the Branch Catalog Section. The annotations appearing thereon are written by the book selectors, or "subject specialists." All control cards are subject to editorial revision before inclusion in the supplements or annual editions of the book catalogs, due to the necessity of adapting the annotations and entries to the IBM and book catalog requirements.

When a subject heading is new, a blue card for the heading is received with the entry, in the case of nonfiction, and a yellow card for fiction. The new subject heading is written into the subject heading code book, in correct alphabetical order, and a code number is assigned. The code number is then entered on the subject heading card, which, with the control card, is sent to the key punch operator for punching. All subject heading tracings appearing on the control cards carry assigned numbers.

On being received from the key punch operator, the punched cards are in four color groups for each entry—green for author, red for title, salmon for the regional assignment, and as many complete sets of manilas for the subject catalogs as there are subject tracings on the control card, each set having its individual code number. The salmon-striped cards indicate the regions in which the book is to be found, the regions being represented by the numbers 1 through 8 and the Central Library by the word "Central." The purpose of this liner, which appears only in the *Author Catalog* and its supplements, is simply to indicate for the patron the assignment of the particular title to his region, or whether it must be requested from another region or from Central. All cards are carefully revised against the control cards from which they were punched and are subsequently banded together in sets, separated into color groups, and filed into the supplement trays.

The yellow-striped cards for the new subject headings and "see" and "see also" references are punched in duplicate. After being punched, one set is filed in the master file and the other in the subject file for the annual edition. The master file copy of the subject heading is used in the monthly subject supplement and for the running of the code books. The duplicate heading is added to the annual edition file as a new heading and remains without detail cards until the cumulative supplement is interfiled in preparation for the next annual edition.

Supplements are tabulated, stencils scanned, and the pages multilithed in the same manner as are those for the annual catalogs. However, they are printed on punched paper and placed in loose-leaf binders, for temporary use in branches, along with the bound editions. Since supplements are cumulative, the superseded numbers are discarded when new issues are received.

At the time each section of the annual edition of the Book Catalog is to be published, the corresponding bank of cards representing the cumulative monthly supplement is interfiled with the cards for the annual. The revised annual edition of the Book Catalog contains all the latest additions to the library's total book collection as of the time the catalog goes to print.

Substitutions, intended to change or correct established entries, are made regularly on receipt of notification from the Classification and Catalog Section. Substitute cards are punched in accordance with the changes, additions, or corrections indicated, the original punched cards withdrawn from the files, and the substituted cards are filed as replacements.

Only the latest editions of titles are shown in the *Subject Catalog*. When a new edition is received, the control card for the previous edition is corrected by marking out the subject tracings and pulling the punched cards from the subject catalog file. A set of cards is then punched for the new-edition entry and "For other editions, see Author Catalog" is added to the annotation, since all editions appear in the *Author Catalog*. The body of the original annotation is transferred to the card for the new edition, unless further change is necessary.

Punched cards are withdrawn from the files for all titles no longer in the library. For each title to be withdrawn, the Central Catalog main entry card is received by the Branch Catalog Section. The corresponding control card is then withdrawn, together with all related cards in the author, title, and subject files. Added entries referring to withdrawn entries are also canceled, so that all records pertaining to books no longer in the collection will be dropped from the next annual edition of the Book Catalog.

The punched cards are housed in full-extension metal suspension trays and are kept in taut position in order to avoid warping. Each file holds eleven double trays, with a total capacity for a working file of 66,000 cards. Trays are released by a push bar which disengages the compression lock. For the transporting of trays, a three-level metal truck equipped with two fixed and two swivel casters, makes maneuvering comparatively simple.

We now have in our files approximately 2,000,000 punched cards, with material under, and "see" references to, approximately 80,000 subject headings. During the fiscal year ending June 1959, 11,409 new entries were added to the Adult Catalog, necessitating the punching of 119,517 cards. For the 4,051 adult substitutions received from the Classification and Catalog Section, plus corrections, 59,833 punched cards were required. A total of 31,726 punched cards were withdrawn for titles no longer in collections and for substitutions. During the year, more than 1,354,000 sheets of multilith paper were processed for the catalogs and supplements.

In accordance with our continued practice, pages for the book catalogs are assembled and collated by hand, each volume comprising about 200 sheets. The catalogs have been bound in various ways—with Chicago screw-type bindings, wire spirals, and the Cerlox plastic binding element, all with pressboard covers—but they are now being stapled and bound by a commercial bindery, which method has proved to be the most satisfactory.

Costs, Equipment, and Supplies

It is impossible to determine exact costs for the original set of the book catalogs, since part of the work was done in cooperation with other

county departments having the needed equipment. As previously pointed out, International Business Machines gave us much preliminary assistance with the layout for the tabulating cards, the wiring of the control panel, and the setting up of the tabulator for the various printing operations. Too, IBM spent much time working with our cataloging staff and the other county departments toward a mutual understanding of terminology and the problems involved. The County Assessor's office is also to be thanked for helping us to get started on the project.

Annual maintenance costs consist principally of two items, the cumulative supplements and the new editions. Since the number of new titles bought each year has increased from approximately 5,500 to 7,500, the result has been a corresponding increase in the number of cards punched and the size of the supplements, which ultimately increases the size and cost of the annual editions. Since last-copy discards have remained more or less constant, our net annual increase has been even more noticeably rapid.

A complete set of our Book Catalog, as of this writing, comprises 43 volumes and is contained in about four feet of shelving, as follows:

Adult Catalog (Third and Fourth editions, 1958-1959)

Author Catalog	9 vols.
Title Catalog	6 vols.
Nonfiction Subject Catalog	18 vols.
Fiction Subject Catalog	4 vols.
Foreign Catalog	1 vol.
Total	38 vols.

Children's Catalog (Seventh Edition, 1959)

Author Catalog	1 vol.
Title Catalog	1 vol.
Subject Catalog	3 vols.
Total	5 vols.

Equipment and Supplies

#026 Key Punch Machine
 Electronic Calculator (original setup only)
 #514 Reproducer (original setup only)
 #77 Collator (original setup only)
 #082 Sorter (original setup only)
 #407 Accounting Machine (Tabulator)
 #1250 Multilith Machine
 Sorting Racks (made in Library Shop)
 Electroplate for Tabulating Cards
 Preprinted Tabulating Cards
 Fanfold Proofsheet Paper
 English Book Paper, 50 sub.
 Continuous Short-Run Multilith Masters

** Annual Maintenance Costs of the Book Catalog, 1958/59*

Personnel (Salaries)	\$80,637.46
Administrative Costs	14,618.53
Supplies	8,060.17
Rent of Building (1 floor)	6,542.40
Registrar of Voters Services	3,384.58
(use of Tabulating Machine)	
Binding Costs	2,969.74
Rented Equipment	1,440.00
Depreciation	1,214.41
Utilities	590.99
Maintenance	511.93

Total \$119,970.21

Cost of annual maintenance of a set of the Book Catalogs, including Adult Catalog, Children's Catalog, and all Supplements\$690.90

* *Note:* Costs for the original cataloging, the classifying, or the descriptive cataloging are not included in the analyses, since these apply equally to the card and the book catalogs. Processing of the books in the Technical Services Division has also been omitted.

A Word to the Wise

The economy of our Book Catalog is shown by the fact that a complete set of the volumes, overhead expenses included, costs only \$690.90 to produce during 1958/59. However, during this period, we did not completely revise the catalog. The annual maintenance cost of our Central Card Catalog alone is in excess of \$12,000, (p. 226) plus overhead. In other words, maintenance costs for the Card Catalog as compared to the Book Catalog are at least seventeen to one! In further consideration of the special features of the Book Catalog, such as annotations, increased subject headings and analytics, simplicity of filing arrangement, compactness, and ease in use—not to mention the importance of listing the entire holdings of the library for every branch—we feel that the advantages of the Book Catalog are more than considerable. In short, we are in total agreement with the eminent English librarian, Ernest A. Savage, whose opinion it is that every public library should have a printed book catalog in which to index its contents and at the same time publicize the existence of the library and its value throughout the service area.

Visiting librarians have felt that ours is a representative collection of the titles usually found in public libraries, and many have expressed the desire to buy copies of our Book Catalog or subscribe to it on an annual basis. Others have wanted us to make book catalogs for them by duplicating our tabulating cards whenever possible and by processing cards for their books not represented in our collection. So far, we have furnished partial sets of the catalog to most of the larger library schools, on request, and separate volumes as loans to interested libraries. Sample sets of the cards have also been supplied on request.

A book catalog installation does not spring full-grown. One of the major problems is that of converting from old methods to new—everything must be done at once, including the training of workers, the providing of adequate quarters, the designing of cards and forms, and the planning of operating time, not to mention supervision and the promoting of team work and high morale. Of vital importance to the success of this productive, highly mechanized library operation is a clear understanding of the purpose of the book catalogs, their acceptance, and the wholehearted cooperation and enthusiasm of the entire staff.

Comparative Costs of the Annual Maintenance of the Central Dictionary Card Catalog, 1958/59 (780 trays):

1. Personnel \$11,267.96

	Salaries per week
a. <u>Preparation of Catalog Cards (Central and Regions)</u>	
Prepare stencils for catalog cards	
5 Library Assistants 4/5 of their time @ \$1.66 per hr.	\$ 265.60
Mimeograph stencils	
1 Typist Clerk @ \$1.41 per hr.	56.40
Type headings on cards and type small sets	
2 Typist Clerks @ \$1.41 per hr.	112.80
Revise work, supervise	
1/2 Intermediate Typist Clerk @ \$1.66 per hr.	33.20
Overhead supervision	
1/8 Supervising Clerk @ \$1.74 per hr.	8.13
	<hr/>
	Per week \$ 476.13
Cards for Central (40% of the time)	190.45
Cost for 52 weeks for preparation of cards for Central	\$9,903.48

b. <u>Interfiling of cards into the card catalog</u>	
Weekly alphabetizing	
2 1/2 hrs. Library Assistant @ \$1.66 per hr.	4.15
Interfiling into catalog weekly	
5 Library Assistants, 2 hrs. each @ \$1.66 per hr.	16.60
Revising filing	
Librarian, 2 hrs., @ \$2.04 per hr.	4.08
Withdrawing 1 hr. a week	
Typist Clerk @ \$1.41 per hr.	1.41
	<hr/>
	Cost per week 26.24
Cost of interfiling per year	\$1,364.48

2. Supplies 755.20

Cost of annual maintenance of one 780 tray card catalog \$12,023.16

LOS ANGELES COUNTY LIBRARY

FLOW CHART

FROM THE CENTRAL AUTHORITY FILE
ARE PUNCHED
SUBJECT MASTER CARDS
SEE REFERENCE CARDS
SEE ALSO CARDS

SUBJECT CODES ARE CALCULATED
AND PUNCHED INTO CARDS

ALL CARDS ARE REPRODUCED
ONE SET IS USED IN STEP 7
THE OTHER SET IS USED TO PREPARE
THE CODE BOOK

SUBJECT CARDS ARE LISTED ON 407
TO PREPARE CODE BOOK WHICH CON-
TAINS CODE NUMBER FOR EACH
SUBJECT.

FROM CARD CATALOG PUNCH
AUTHOR & AUTHOR REFERENCE CARDS
ANNOTATIONS
TITLE & TITLE REFERENCE CARDS

DUPLICATE INTO DETAIL SUBJECT CARDS
ALL INFORMATION UP TO SUBJECT CODE
FIELD PREPARE DETAIL CARDS FOR EACH
SUBJECT REQUIRED FOR THE BOOK.

MERGE THE SUBJECT DETAIL
CARDS BEHIND THE SUBJECT
HEADING CARDS

FROM STEP 3
INTO FOLLOWING SEQUENCE
SEQUENCE CODE
AUTHOR
SUBJECT

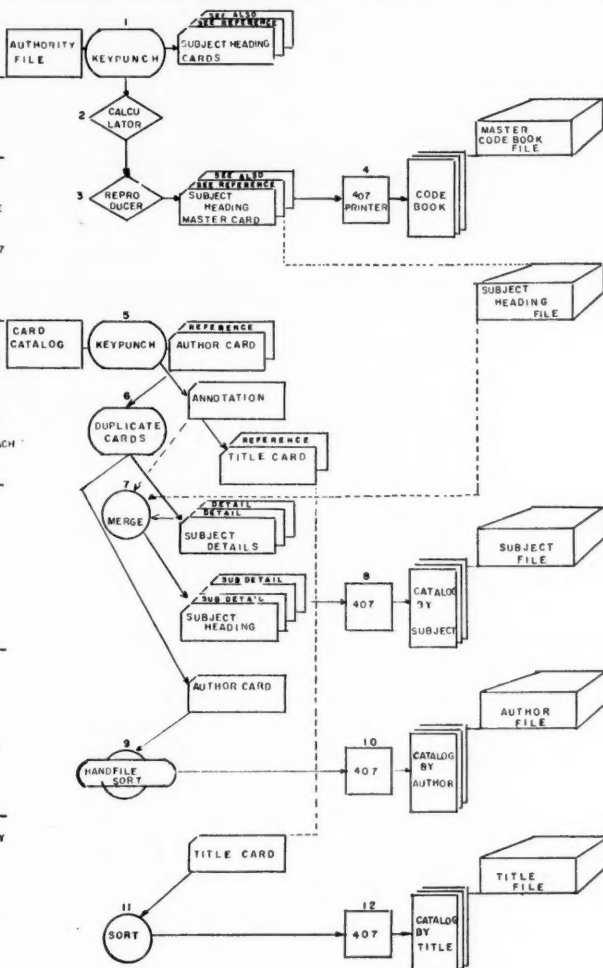
LIST CARDS OF SUBJECT CATALOG

SORT AUTHOR CARDS IN
ALPHABETICAL ORDER

LIST ON 407 FOR AUTHOR CATALOG

SORT TITLE CARDS ALPHABETICALLY

LIST ON 407 FOR TITLE CATALOG



The Book Catalog of the Los Angeles County Public Library:

Its Function and Use

THEODORE HEWITSON
Editorial Librarian
Technical Services Division
Los Angeles County Public Library

EUGENE FIELD, a confirmed cubicularist, liked to read the catalog of the Oxford University Press in bed. While the forty-odd oversize volumes of our printed Book Catalog hardly constitute bedside reading, we at the Los Angeles County Public Library admit, like Eugene Field, to be smitten with "catalogitis" of the book variety—because of the desirability of the book catalog as a public library tool.

We feel that our Book Catalog offers many advantages over the conventional type of library card catalog, including logical arrangement, compactness, and a vastly greater number of cross references provided as aids to readers in matters of authorship, bibliographical information, and subject interrelationships, not to mention the features of speed and economy in preparation and upkeep. Its importance in the fields of child and adult education is heightened by the annotations and descriptive notes which appear throughout the subject volumes under a multitude of subject headings, for both fiction and nonfiction.

A library extension tool designed for use in all branches of the County Library system, the Book Catalog is under constant revision and expansion, together with regular supplements that are eventually absorbed into the annual cumulative editions. The component catalogs are also kept up to date with monthly lists which indicate changes in author entries, classification numbers, and library holdings, as well as last-copy discards.

Under the regional plan, started in 1957 (by which the library decentralized its service areas into eight regions), our remaining card catalogs are used primarily by library personnel at the Central Library and at the regional headquarters. The main card catalog is located in the Central Services Division and is important as the definitive record of all books in the County Library system and the subjects represented in its cataloged

collections. Out of a total of twenty-five in 1952, only three card catalogs are presently maintained in the field—for three of the eight regional head-quarter branches—with the purpose of identifying and classifying all books directly available within the particular region.

On the other hand, the cumulative book catalogs used in the branch libraries, in author, title, and annotated subject volumes, both juvenile and adult, include all titles represented in the County Library's collections. They are indispensable tools of value to patrons in requesting specific books or subject material and to branch librarians in locating books in the branch and suggesting titles for use by patrons, in addition to their importance to subject specialists and regional librarians in the areas of reference work, book selection, discarding, and assignment. All sections of the Book Catalog carry introductory pages and a list of symbols (see appendix to this article) and all branch libraries are equipped with a framed placard entitled "How to Use the Book Catalog."

Since the Book Catalog is used in all our branches, book collections may be changed without the loss of countless hours devoted to the shifting and filing of catalog cards, for which reason the Book Catalog is a veritable timesaver. Each branch has its own shelf list, so that it can be determined immediately whether or not the requested book is in the branch collection. If the book is not found in the local branch, an author-title request giving the necessary information is sent on to the regional headquarters or the Central Library for special-loan service.

Our branch librarians and library patrons alike are enthusiastic about the Book Catalog. Since they are accustomed to using dictionaries, encyclopedias, and telephone directories, the form of the catalog appeals to them. They find the bound volumes easier to use than cards and what is available on a given subject can be seen at a glance; the separate volumes serve as indexes and may be carried directly to the shelves, so that the material on the subject already in the branch is used more effectively.*

The *Children's Catalog*, for instance, serves as a practical guide to graded books for children and parents. They find the separate listing of juvenile literature a distinct advantage, and the branch librarians appreciate the fact that children do not mistakenly ask for adult books listed in the card catalog, which are generally beyond juvenile reading levels. The division of the catalog into author, title, and subject sections has also proved advantageous; and the subject volumes have made it possible to dispense with expensive juvenile readings lists.

In order that teachers and school curriculum advisers may know of the material available to pupils, copies of the *Children's Catalog* are supplied to the school districts throughout the county. This helps to eliminate the possibility of a teacher assigning a particular title for outside reading that may not be obtainable through our branches. As an additional service, subject headings and terminology have been specially adapted to children's reading levels and vocabulary, and changes are frequently made in

* *Editor's note:* In answer to a question, the author reports that, so far, there have been no losses of the Catalogs; occasionally a page is removed.

order to conform to subject headings used in school assignments. "Norsemen," for instance, has recently been changed to "Vikings," with a cross reference from the former term.

The use of the Book Catalog is becoming increasingly important in book selection, for it reveals library holdings on a subject basis clearly on an open page. Publication dates take on new significance, and scanty holdings in important fields are more noticeable. While the card catalog must still be consulted for special bibliographic data, this necessity is offset by the copious annotations in the subject volumes, a tested feature that appeals to both library patron and branch librarian and the point at which the card catalog becomes of little or no service. Before the annual re-run of the nonfiction subject volumes, the book selectors indicate titles in the margin for deletion and discarding consideration, a technique that keeps the material timely and at the same time helps the specialist to keep in touch with the titles in his particular field.

Considerable use of the Book Catalog is also made by catalogers and library searchers, especially in the determining of suitable subject headings and in establishing author entries on a "no-conflict" basis. However, we shall always need an author card catalog at Central as a control. We need the tracings and the occasional bibliographical notes, particularly for new editions and for series, periodicals, and other open entries. The tracings are also necessary in order to complete procedures when the last copy of a title is withdrawn from the collection and removed from the Book Catalog. Nevertheless, established notes, annotations, and classifications appearing in the Book Catalog are often helpful in resolving cataloging and withdrawal problems.

Among the adult sections, the *Fiction Subject Catalog* is being currently emphasized. Subject headings are undergoing careful revision and expansion, new annotations are being supplied and old ones corrected or rewritten, and entries in general are being worked over on a thoroughly selective basis. Our approach to the work is by way of elevating the reading of novels over mere entertainment, into the realms of the informative and the inspirational, through emphasis on historical fiction, biographical narratives, classics, young adult reading, and the outstanding novels of the year. Special projects recently under way have included the analyzing of short story collections and the expansion of subject coverage in the important field of historical fiction.

Mention needs also to be made of our composite *Foreign Catalog*, a single volume without subject headings, which is a ready source of information for the reader who wants material in a particular foreign language but may be uncertain about the author or title. As described in the accompanying article, it is separated into nonfiction and fiction and covers thirty-five languages in all, with many of the titles carrying annotations in English.

The Book Catalog of the Los Angeles County Public Library is an integrated key to the use of nearly two million volumes of fiction, nonfiction, and reference (197,000 adult titles and 12,500 juvenile) available

through the branches in our regional service areas and from the Central Library in downtown Los Angeles. Its maintenance and continued improvement are part of a decentralized, long-range regional program. There are restrictions on what we can accomplish, as determined by the limitations of the printed page and IBM mechanical operation, as well as staff and organizational problems. But it is a live and fluid project; we are conducting experiments and working out new ideas for bindings, format, annotations, subject headings, and special features such as the locating of regional copies in the *Adult Author Catalog*.

Our Book Catalog, started in the spring of 1952, is definitely a pioneer product and no one can say for sure just what is ahead. IBM machines, information retrieval, audio-visual refinements, book catalogs—these are yet new and potential tools in public library service. Following Emerson's advice, we have hitched our wagon to a star.

APPENDIX

(Page from the Author Catalog)

INTRODUCTION

This Author Catalog is an essential part of the Los Angeles County Public Library's integrated book catalog. It lists the complete adult book holdings, both fiction and non-fiction, as well as cataloged documents, pamphlets, and periodicals, available through branch libraries located in the regional areas of the County Library system.

The related book catalogs are the Title Catalog, the one-volume Foreign Catalog, and the extensive Non-Fiction Subject Catalog and Fiction Subject Catalog, both of which contain annotations describing the books listed therein. Books for children are listed in a separate catalog kept in the Children's Section.

Catalogs are kept up to date by cumulative monthly supplements. These supplements list recently acquired and new publications and are eventually absorbed into the cumulative annual editions.

Entries in the Author Catalog are arranged in a single alphabet, generally by author, but occasionally by title and sometimes by issuing agency, as in the case of a U. S. or California State government department, or an association, such as the Brookings Institution. To facilitate use of the catalog, cross references are made to variant and pseudonymous names of authors and alternate forms of organizational, or corporate, names.

Additional entries are provided for names associated with given works, including those of editors, translators, illustrators, and sponsoring organizations, with references to the main entry for fuller bibliographical information. Books in important series are also listed under the series title or name of the issuing body.

For a list of symbols and the classification outline for non-fiction, see the two following pages in this Author Catalog. Included in the list of symbols is the asterisk(*), which denotes titles of special interest to readers of junior and senior high school age, such books being marked with a crosshatch (#) on the spine.

Location of books on the shelves is indicated for non-fiction by the classification number to the left of each entry. In the case of fiction, which is unclassified, arrangement is by author's name.

Books listed in this catalog but not included in the Branch Library collection may be requested for home use through the Branch Librarian. Exceptions are

reference books and Californiana, which may be used by patrons within the branch or at Regional Headquarters.

SYMBOLS

Ar—Armenian
Bu—Bulgarian
Ch—Chinese
Da—Danish
D—Dutch
Fi—Finnish
F—French
G—German
Gr—Greek
H—Hebrew
Hu—Hungarian
I—Italian
Ja—Japanese
L—Latin
Li—Lithuanian

N—Norwegian
Po—Polish
P—Portuguese
Ru—Russian
S—Spanish
Sw—Swedish
Y—Yiddish

C—Californiana
M—Music scores
Doc.—Documents (Not classified)
Period.—Periodicals (Not classified)
*—Suitable for Young Adults
R—Reference

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the

The Making of the *Southeastern Supplement to the Union List of Serials.*¹

EDWARD GRAHAM ROBERTS
Chief Science Technology Librarian
Georgia Institute of Technology, Atlanta

ON FEBRUARY 2, 1956, fifteen librarians from seven southeastern states met in Chicago and agreed to undertake the compilation of a regional supplement to the *Union List of Serials (ULS)*. This meeting had been arranged by Richard B. Harwell, then Director of the Southeastern Interlibrary Research Facility (SIRF), in response to a petition for such a meeting voiced at a SIRF-sponsored work shop on interlibrary cooperation held in Atlanta on October 24-25, 1955.² The Chicago meeting also marked the beginning of the Association of Southeastern Research Libraries (ASERL),³ an organization which was to play a significant part in the successful completion of the *Southeastern Supplement to the Union List of Serials (SE-ULS)*.

The "Proposals for a Supplement to the *Union List of Serials* in the Major Research Libraries of the Southeast," which was presented by SIRF at Chicago, was largely the work of Guy R. Lyle, Director of Libraries, Emory University. Its main points were: (1) that contributing libraries should be limited to those with strong serial holdings and liberal loan policies; (2) that the contributing libraries furnish their holdings without expense to the project; (3) that titles reported should fall within the scope of *ULS* and its two *Supplements* (i.e., serials beginning life before January 1, 1950); and (4) that titles for which holdings remain unchanged from the *ULS* should be eliminated. This proposal was approved with little modification by the assembled librarians. They were assured by the three representatives of SIRF present, Richard B. Harwell, Dale L. Barker, and Graham Roberts,⁴ that SIRF would be happy to handle the editorial end of the project.

The next step, devising reporting procedures, was carried out by Dale L. Barker, Associate Librarian at the Georgia Institute of Technology. The "Method of Reporting Serials . . ." included the following instructions: "Report: (1) Holdings in *ULS* titles newly added to your library

since the publication of the *ULS*; (2) Holdings in titles already reported for your library in the *ULS* but for which significant additions have been made; (Note that in order to facilitate both your share and the editor's share of the work, complete holdings—not just additions—are requested.) (3) Significant holdings in titles not included in the *ULS* (e.g., important regional publications) if they fall within the announced scope of the *ULS* and this Supplement."

"Do not report: (1) Holdings in titles which began life after December 31, 1949; (2) Holdings previously reported in the *ULS* unless additions or corrections to the *ULS* have been considerable; (3) Scattered or insignificant fragmentary holdings; (4) Holdings in classes of serials ruled outside the scope of the *ULS*."

Participating libraries were sent special report slips and requested to follow the form used in the *ULS* in reporting their holdings. Descriptive information and bibliographic notes in the *ULS* which were not essential to identification were not asked for, but information on changes not found in the *ULS* was requested. Contributors were asked to check on the card whether the report was for a new title, for a change in holdings, or for a title not in the *ULS*. Sample cards illustrating the several types of reports are indicated below.

From the original fifteen participating libraries the number grew until it reached three dozen. Twenty-six of the participants are member libraries of the Association of Southeastern Research Libraries. They are Air University, Alabama Polytechnic Institute, Clemson College, Duke University,⁵ Emory University,⁵ Florida State University, Georgia Institute of Technology, Joint University Libraries, Louisiana State University,⁶ Mississippi State University, North Carolina State College, Oak Ridge Institute of Nuclear Studies, Tennessee State Library, Tulane University; the Universities of Alabama, Florida, Georgia, Kentucky,⁵ Miami, Mississippi, North Carolina, South Carolina, Tennessee, Virginia; Virginia Polytechnic Institute, and the Virginia State Library.

In addition the following non-ASERL libraries were invited and agreed to participate: Medical College of Alabama, Columbia Theological Seminary, College of the Bible, Rudolph Matas Medical Library of Tulane University, Furman University, the College of William and Mary, Union Theological Seminary (Richmond) and the University of West Virginia.⁶

The Association of Southeastern Research Libraries greatly strengthened the project by its wholehearted backing. The "pressure of the group," I am sure, brought in as participants several libraries which were not inclined to participate initially, but which were disposed to wait on national planning for a third edition of the *Union List of Serials*. By December 1956, however, it had become obvious that the consummation of national planning was from six to ten years in the future. The librarians of ASERL felt that they could not wait that long for the information about their rapidly-expanding serials collections, and the decision was made in December 1956 to move ahead rapidly with regional plans.

Title NORTH CAROLINA STATE LITERARY AND HISTORICAL ASSOCIATION. PROCEEDINGS. Raleigh. 1-22, 1900-22//	Library Symbol NcRS <hr/> Search Report <input type="checkbox"/> New title added since ULS
Holdings 1-22	<input checked="" type="checkbox"/> New Hold- ings—revision of ULS report <input type="checkbox"/> Title not in ULS

SIRF Report Slip—Southeastern ULS Supplement

Title CALIFORNIA INSTITUTE OF TECHNOLOGY, Pasadena. INDUSTRIAL RELATIONS SECTION. BULLETIN. no. 1, 1940-	Library Symbol AAP <hr/> Search Report <input checked="" type="checkbox"/> New title added since ULS <input type="checkbox"/> New Hold- ings—revision of ULS report <input type="checkbox"/> Title not in ULS
Holdings 1-	

SIRF Report Slip—Southeastern ULS Supplement

Title NACHRICHTENTECHNISCHE ZEITSCHRIFT. Braunschweig. 1, 1948- 1-8 no. 9, as FERNMELDETECHNISCHE ZEIT- SCHRIFT.	Library Symbol GEU
Holdings 5-	Search Report <input type="checkbox"/> New title added since ULS <input type="checkbox"/> New Holdings—revision of ULS report <input checked="" type="checkbox"/> Title not in ULS

SIRF Report Slip—Southeastern ULS Supplement

The first lot of *SE-ULS* reports were received in the editorial office in June 1956; the last report prior to publication came in just before Christmas 1958. Between those dates more than 150,000 cards were received, interfiled, combined into about 35,000 entry units, and verified into approximately 32,500 usable entries. Filing, of course, was done on a continuous basis upon receipt of the cards. The cards were housed in 3 by 5 inch cardboard trays which were placed in three steel bookshelving units from which the shelves had been removed. This gave us the strength and protection of a regular card catalog cabinet while allowing us to remove any single tray or unit of trays with ease. The latter flexibility was most important since well over half of the editorial work was done away from the editorial office, either in the libraries of Emory University or Georgia Institute of Technology, or at the editor's home. At various times as much as one-third of the files were away from the office.

From a budgetary viewpoint the *Southeastern Supplement* was done largely on faith. Excluding the cost of the staff time spent by the contributing libraries and the office overhead, the total editorial production and printing cost of the *Southeastern Supplement* was approximately \$28,600. At no time was the project adequately staffed. Considered in full-time equivalents, the staff breaks down as follows over the three-year period the project was operating:

	Professional	Clerical
1956	1/4	1/8
1957	1	3/8
1958	1-2/3	1-1/4
• 236 •		

Financial aid for editing and printing the *Southeastern Supplement* came from three sources: The Southeastern Interlibrary Research Facility, the Southern Regional Education Board (SREB) and the Southeastern Library Association. Until SIRF suspended operation in July 1958, it had contributed more than \$16,500 to editorial costs; SREB added approximately \$9,500 in fiscal 1958/59; and the Southeastern Library Association contributed about \$2,600 to help pay the printing costs. With such financing, inexpensive procedures of handling the editorial and production tasks had to be devised. Filing, editing, and proofing were largely done at home by the editor after regular working hours. Much of the verification of entries was handled by part-time personnel working by the hour on irregular schedules. Entry, card, and page formats were worked out to accommodate a large amount of information compactly. However, we do not feel that our lack of operating funds materially affected the quality of work which went into the volume.

PROCEDURES

It is difficult to outline the procedures distinctly since the entire operation prior to the typing of final copy, with the exception of about one-half of the job of verifying entries, was done by one person. Editorial work went on continuously from the time the first card was received and interfiled. Judgment was passed on titles which fell outside our designated scope (*i.e.*, post-1950 serials, monographs, etc.). Cards with insufficient information were set aside to be returned to the contributing library for completion or clarification. Each step was performed with the succeeding steps in mind. Thus, the verification procedures were so set up that the final editing of the entry could be done routinely, provided the verification was done well. Furthermore, phases of all processes, from filing to typing the master cards, were carried on daily. This meant a constant shift of function on the editor's part. In general the procedures were as follows:

Filing. All cards were filed in one alphabet according to the filing arrangement used in *New Serial Titles* as soon as possible after they were received. All cards for the same entry were interfiled, but at this stage no attempt was made to keep them alphabetically by contributing libraries. This one alphabet was maintained until the typing of final copy was begun. At that time the cards were divided into three files: (1) *Union List of Serials* entries (79 percent of total); *Non-Union List of Serials* entries (20 percent); and (3) University Microfilm's "American Periodicals" and "English Literary Periodicals" series. This was done to aid the typists, since each category called for different procedures in spacing, the use of symbols, etc. The master cards were, of course, typed in proper alphabetical sequence, and their filing was not a problem until the inter-filing of the several alphabets into one master file was done. Extreme care was taken with this operation for it largely determined the arrangement of the cards on the final printed page.

Verification. The verification of entries was by far the most complex and difficult job we had to face. First, the editorial office was not located in a library. Second, SIRF was not able to obtain a copy of the *Union List of Serials* and its two *Supplements*. Consequently, it was necessary to transfer portions of our files to libraries where the *ULS* and other bibliographic tools were available. Fortunately, the librarians of both Emory University and Georgia Tech graciously granted us full access to their bibliographic resources. Third, and most crucial of all, was the lack of adequate staff. Funds budgeted for the operation of the Southeastern Interlibrary Research Facility were never sufficient for the addition of a second full-time professional staff member. During fiscal 1957/58, however, by cutting down on other SIRF activities \$3,600 was allotted for verification. The outlook for securing a competent person at this figure was relatively remote, but after several months of searching three excellent former librarians with serials experience who wished to work on a part-time basis were located. They began work in October 1957.

Considering the fact that the four of us were working independently of one another and the files were separated, the entire verification process was done smoothly and expeditiously. Each verifier was guided by a sheet of "Instructions for Verifying Entry for the Southeastern Supplement—*Union List of Serials*." The "Instructions" were developed during the summer of 1957 after much experimentation and many decisions on future editorial and publication policy. A system of color symbols was worked out which enabled the editor to tell at a glance the extent and nature of coming editorial problems and kept duplication of effort to a minimum.

The methodology of verifying was to proceed straight through the alphabet and by the several symbols indicated in the "Instructions" to designate the several categories of editorial snags which remained. As soon as the non-*ULS* and microfilm entries were marked, they were separated into their respective alphabets, as we have indicated earlier. The editor then systematically checked each entry unit which had been set up, made a decision as to whether it was correct, or whether it needed additional bibliographical searching done on it. All doubtful *ULS* entries were cleared up before the files of non-*ULS* entries were attacked. By March 1958, this phase was far enough advanced for the addition of a clerical assistant to the staff to type the master cards. The editor's main job now was to stay ahead of the typist. In spite of the fact that two of the verifiers found it necessary to resign in April 1958, by July all *ULS* entries had been verified with the exception of the 15,000 or more additional cards which arrived after July 1. The latter were worked into the appropriate routines as they were received. In August a second typist was added, and it soon became clear that the end was now in sight. All aspects of the work, however, continued to run simultaneously right up to the time that the card-mounting operation was started late in December 1958. Editorial policy was one of broad inclusion of reported titles. The contributing library's definition of a serial was accepted unless there was

definite proof that the title in question was a monograph. Some libraries sent in only *ULS* titles and were highly selective in what they considered "significant." Other libraries reported in accord with the broader inclusion policies of *New Serial Titles* or of their own serial catalogs. In a regional list the broad approach on inclusion seemed justified.

Typing. Decisions on selection of typewriter, typing procedure, and card format were made only after much advice had been received from ASERL librarians, from lithoprinters, and especially from the Serials Section of the Library of Congress. Initial plans called for putting the master copy on punched cards, but this hope was given up because of the expense. Consequently the decision was in favor of the conventionally-typed card, and the IBM Executive model electric typewriter was selected for the job. A card format similar to that in *New Serial Titles* was adopted, and, following *NST*'s practice, capital letters were used throughout. A white index card (90 pound basis, 100 percent sulphite stock, manufactured by Champion Paper Company) was chosen after tests conducted in the office showed it to be the best of a dozen or more cards under examination. This card erased well and stood up under rigid tear tests even after months of adhesion to pressure sensitive tape. In a final step before the cards were typed they were cut down to a 4 x 5 $\frac{3}{4}$ inch size in order to fit the spacing and format requirements of the copy-page. Examples of several cards as they appeared when mounted are shown below:

Non-ULS sample	*ARIZONA. UNIVERSITY. GRADUATE COLLEGE. CHECK LIST OF THESES ACCEPTED FOR MASTER'S AND DOCTORS' DEGREES. 1947/48- Ⓐ LU 1947/48, 1950	
APS Microfilm Series sample	AMERICAN MAGAZINE. (BRADFORD) PHILADELPHIA. NO 1-3, JA-MR 1741// APS:18TH C, mf	
ULS Sample	ARMOR. (UNITED STATES ARMOR ASSOCIATION) FORT LEAVENWORTH, KAN.; WASHINGTON; RICH- MOND, VA. 1, MR 1888- AMAU 1-25, 31- FU[48-54]	

The work of editing cards and typing continued with no interruption through the Summer and Fall of 1958. In October printing specifications, designating a February 1, 1959, deadline for delivery of copy to the printer, were drawn up. Since only \$2,600 was in hand to pay for printing costs, ways had to be found to get the job done, if possible, within the sum available. Experiments with several sample pages using different numbers of cards per page, different reductions of mounted copy, and different spacing of cards showed that seventy entries could be accommodated per page without seriously affecting the legibility and usefulness of the publication, provided a 54 percent reduction from an 18 x 24 inch

mounted page were used. The specifications also called for the use of a 50 weight white offset paper which laboratory tests revealed to be of exceptional strength for a sulphite paper.

Bids were secured from both local (Atlanta) and out-of-state litho-printers, and the job was awarded to Cushing-Malloy, Inc., of Ann Arbor, Michigan. The contract called for an edition of 600 copies bound in buckram.

The mounting of the board-pages began on December 22 and continued until page 447 had been mounted on January 7. The cards were mounted on 10-ply white cardboard sheets, 22 x 28 inch in size, and were secured to the cardboard by a double-faced pressure sensitive adhesive tape (Minnesota Mining and Manufacturing Company's Pressure Sensitive Tape no. 256, white.) This tape worked perfectly. It held every card in its proper position. Furthermore, this tape did not dry out, for the cards were dismounted from the boards with a minimum of tearing and difficulty after they were returned by the printer in April 1959. Each large cardboard sheet was stripped with three rows of this tape and secured by thumb tacks to our mounting boards. These boards were extremely simple in design. They were designed and built by SREB staff member William C. Geer and cost only about \$10 each.

As the board-pages were packed for shipment to the printer, the cards were scanned once more for errors in typing and filing, the necessary corrections were made, and the bottom card of each row was sealed in place with a white cloth adhesive tape.

Thus, three years after its inception, the *Southeastern Supplement to the Union List of Serials* was published, and copies were in the possession of the contributing libraries.⁸ What its real significance is we are yet to see. The first tangible result is that it gives the Ph.D.-granting institutions of the Southeast almost complete bibliographical control over their serials. With the *Union List of Serials*, *New Serial Titles* and the *Southeastern Supplement* the three dozen libraries have a nearly-complete record of their serial holdings. These institutions have shown what cooperation, determination, and a little hard work can do. It is hoped that these libraries can continue to cooperate on the basis of their newly achieved bibliographical control and acquire many of the important serials which are not now available in the region. This is a remarkable opportunity for cooperative collection building on a grand scale. Perhaps, however, a more realistic appraisal of the *Southeastern Supplement* is that voiced by Stanley L. West, Director of Libraries, University of Florida, in the Preface to the volume: "If one were to venture a prediction as to the long range use of this volume, it would be perhaps that its chief value will not be to the research libraries represented, but rather it will serve as a bibliographical tool and a location guide for the numerous smaller Southern educational institutions, which for many years to come will likely depend on the larger libraries in their vicinities for materials of a research nature. It is certain, however, that the technological progress of the period during which this volume evolved assures that the

information contained in the volume will be used in ways not anticipated at the outset."

REFERENCES

1. Southern Regional Education Board, *Southeastern Supplement to the Union List of Serials*. Edited by Edward Graham Roberts. Atlanta, Southern Regional Education Board, 1959. 447 p. \$20. Available from SREB, 130 Sixth St., NW, Atlanta, Ga.
2. For information on SIRF see Harwell, Richard B., "Southeastern Interlibrary Research Facility." *College and Research Libraries*, 17:381-85. Sept. 1956.
3. Horn, Andrew H. "Association of Southeastern Research Libraries." *College and Research Libraries*, 17:506-07. Nov. 1956.
4. Mr. Harwell resigned as Director of SIRF on February 15, 1956. Mr. Barker was Acting Director between February and June. Mr. Roberts became Director on June 16, 1956 and held the post until SIRF's demise, June 30, 1958.
5. Medical School Library did not participate.
6. Partial contributor.
7. The three, Mrs. Edwin Martin, Mrs. James W. Simmons, and Mrs. John T. Stephens, did a magnificent job. Without their assistance the SE-ULS could not have been completed before 1960.
8. April 15, 1959 was the official publication date.

In Defense of Business Manuscripts

ROBERT W. LOVETT

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I FEEL sure that my friend, Lawrence Romaine, must be expecting a reply to his recent article, "American Trade Catalogs vs. Manuscript Records," (*LRTS*, 4:63-65. Winter, 1960) in which he expressed an overwhelming preference for the former. As one who has worked, over the past dozen years, with those tons of manuscripts to which he refers, may I put in a word in their defense.

First of all, let me say that I have nothing against trade catalogs; in fact, I would subscribe to much of what he says as to their value. As a means of answering certain questions concerning a firm's products, they can often not be equaled; and fortunate is the historian who has access to the right one at the right time.

But trade catalogs are but a part of a firm's over-all records or paper output; and collecting only them is in effect preferring a part to the whole. I agree that the trade catalog of William H. Carr & Co., to mention his example, would answer many questions about the products of a number of

American hardware firms in 1838. But there are many more questions about each of these firms which it would not answer, questions concerning their management, financial statistics, production and sales figures, and still others. These are matters which the thorough historian of a firm or industry wants to investigate; and this he cannot do without the rest of the records. Few of the many scholarly histories of firms, published within the past thirty years, could have been written from trade catalogs or other published sources alone. Nor, for example, could Thomas C. Cochran have written his book, *Railroad Leaders, 1845-1890: the Business Mind in Action*, without access to quantities of correspondence.

I grant that business manuscripts are bulky, but so are trade catalogs, if one tries to collect them all. The trade catalogs of the fifty-one thousand three hundred businesses mentioned by Mr. Romaine might not take up as much space as their business records, but I would still not want to house them. Isn't the solution intelligent selection of both types of material? In the field of business manuscripts, we have been advocating regional cooperation for a number of years. I was the one who turned down the collection of records referred to by Mr. Romaine. I did this because, first, the material related to a Connecticut firm, and Yale has at times collected business records; second, the series of records were incomplete; and third, we already had a collection for another firm in the same industry. This represents some of the criteria for the selection of collections of business records. Sampling of routine series and filming (though few manuscript depositories have yet resorted to this) are other ways of reducing bulk.

I am not sure yet just what criteria should be followed in the building up of a trade catalog collection, but I believe that the time is coming when libraries will have to pay attention to this matter. Regional cooperation, the selection of a key firm in each industry for complete coverage, sampling at regular intervals of others, these are all possibilities. Setting a date line is a way of handling older material; probably all catalogs before 1890 should be kept, and early ones in industries which developed after that date. Libraries having trade catalogs of firms for which they also have manuscript records should certainly keep both. Neither one is more important than the other, for they are both parts of a whole; and the true historian will rejoice at finding both.

APOLOGIES TO HAZEL DEAN

Inadvertently, in copying Mr. Dunkin's paper on the ten-year history of the DCC (Spring 1960 issue), Hazel Dean's name was omitted from the list of DCC presidents. She, of course was President 1950/51 as all of us who had the pleasure of working with her know full well.

The Editors regret this error and extend apologies to Miss Dean.—E.J.P.

Conventional Titles: a Suggestion

JOHN CALDWELL

*Assistant Librarian, Technical Services
Drew University Library, Madison, N. J.*

IT IS commonly acknowledged that the information given on a title page is not always sufficient to prepare an accurate catalog card. For this reason pseudonymous authors have been unmasked, complete corporate entries established, and publishing dates corrected. We have not, however, carried this acknowledgment a step farther by recognizing that the title as it appears on a title page is not necessarily the true title of the book, i.e., the title which will allow the card to be arranged with others describing books by the same author so that an understandable sequence under that person's name will show the library's holdings of his works.

As the book collection of any library grows, it is inevitable that titles will be purposely duplicated; but title pages of different copies of the same work are frequently not identical. Our medium-sized university library, which does not even pretend to have specialized in Spanish literature, has thirteen different titles, in four languages, for *Don Quixote* or parts of it—plus, of course, the subject heading CERVANTES SA-AVEDRA, MIGUEL DE. DON QUIXOTE. There seems to be little purpose in bringing together the works of a person under a single form of his name if we are not prepared to go a step farther and bring together all copies of a single work regardless of difference in language, variant spelling, scholarly disagreement, or editorial caprice.

The problem of keeping various editions of the same title together is most acute with the classic authors (great confusion is created by editions of all or parts of the *Canterbury tales* and of Shakespeare's plays) but it also appears to a certain extent with translations of contemporary literature. British and American editions of the same book, also, frequently have different titles.

There have been intimations in the professional literature that something might be done to remedy this situation, but our official rules have been silent except for a rather sly reference in the LC cataloging rules. There in Rule 9:2 the use of conventional titles for music is justified thus: "The precedent for this treatment comes from similar usages in the cataloging of the works of voluminous authors such as Goethe and Shakespeare and in the cataloging of editions of the Bible." Just where in the rules these "similar usages" are explained is not stated. There are of

course Rules 33, 34, and 35 in the ALA rules of entry, but these are concerned only with anonymous classics and sacred literature when the conventional title is to be used as the entry. From time to time there are reports of the practice at specific libraries which have established conventional titles for some authors: the Public Library of Des Moines has done this for Shakespeare (*LRTS*, v. 1, p. 103) and the Harvard College Library has done it for Shakespeare and other authors which they designate as voluminous (*Library Trends*, v. 2, p. 285). Other libraries, without a doubt, have solved the problem for themselves and in their own fashion.

In *Studies of Descriptive Cataloging*, the Processing Department of the Library of Congress, in 1946, (p. 25) set as one of its basic aims in designing a new code the creation of an entry which would "... indicate clearly its relation to other editions and issues of the book, and to other books recorded in the catalog." Seymour Lubetzky, in his *Cataloging Rules and Principles*, (p. 36) gives as the second of his two objectives for a code of cataloging rules that they should tell what works of a given author a library has and "what editions or translations of a given work." At the Chicago University conference on the catalog code in 1956, he made the same point, noting that "... it is necessary to show how each edition of a work is related to others which contain the same material."¹

The obvious solution to the problem of bringing versions of the same work together is to place a series of guide cards behind an author's name and to group behind each all forms of a specific title. But this is really no solution at all. If, for example, it is decided that a guide card headed DON QUIXOTE is to be inserted after Cervantes and all editions are to be filed there, several other problems immediately present themselves. In what order are they to be filed: Chronological? Alphabetical? In either case are Spanish, English, French, and German titles to be interfiled or grouped? Are parts and selections to be interfiled with the main body of cards or are they to be grouped? Unless these variations are to be ignored and the problem left only half solved, a new group of guide cards to subdivide DON QUIXOTE is necessary, and this soon adds such a clutter of tabs that none of them can be read.

The guide card solution also creates the problem of where to file necessary reference cards. One English edition of Saint Thomas Aquinas' *Quaestiones Disputatae de Veritate* has the title *Truth*. If the main card for this book is to be filed behind a guide card bearing the Latin title, as it must be to serve one group of patrons, then a reference card to its hiding place is necessary to serve another group. But who is going to think of looking behind SUMMA THEOLOGICA (SELECTIONS) to find it? We could, of course, make guide cards for the reference cards.

Although the use of guide cards to collect specific titles is an obvious solution, it is basically an unsound one. Guide cards take from the cataloger part of his responsibility for descriptive cataloging and transfer it to the filer where it has no business to be. If we are constructing a card catalog, then it is only logical to suppose that the cards themselves will have the intrinsic ability to show both how and why they are arranged in

a certain pattern in the drawers. If *The Adventures of Don Quixote* and *El Ingenioso Hidalgo Don Quijote* are the same thing and belong together, it is up to the cataloger to make the cards say so, and say so in a fashion that can neither be ignored nor misunderstood.

Rather than enter works which we term "anonymous classics" as hanging indentions, we supply a conventional title for them so that all editions are brought together in one place in the catalog. This is both sensible and practical. In fact, it makes such good sense, that the wonder is that it has not been carried over into those titles whose authors are known. It seems hardly logical to give preferential treatment to a title simply because you do not know who wrote it.

Rule two of the ALA rules of entry requires that we enter a work under the name of the author "... whether or not his name appears in the publication." Would it be impossible to apply the same practice to titles? Just as we prefer:

Augustinus, Aurelius, Saint, Bp. of Hippo.
The city of God.

to:

St. Augustine of Hippo
The city of God.

so that all of Augustine's works are brought together under one form of his name, why is it not also preferable that the entry should be:

Augustinus, Aurelius, Saint, Bp. of Hippo.
[De civitate Dei. English]
The city of God.

in order that all versions of the work may be brought together.

There is nothing startling in this proposal. It is in fact an established part of cataloging procedure for one type of material. The LC rules (p. 75) define and explain the practice quite convincingly:

Conventional titles are filing titles established according to rule and included in the catalog entry in order (a) to identify and bring together in the catalog all editions and arrangements of a composition and (b) to bring together in a systematic arrangement general and miscellaneous collections of a composer's works. . . . The necessity for this device is particularly great in the field of music because of the widespread use by composers of all periods of titles consisting of names of musical forms and because of the fact that musical compositions are frequently issued in numerous editions with variations in the language and the wording of the title pages.

The substitution of "authors" for "composers" and of "books" for "compositions" in this statement would make it apply quite adequately to book collections.

Monographs are not as likely to have form word titles as are musical compositions, but that it is not unheard of can be attested to by anyone who has tried to make a consistent arrangement of an author by bending

into place such titles as: *Gems from the writings of . . . , Quiet Afternoons with . . . , Great Thoughts of . . . ,* and their cousins by the dozens. These titles cannot be interspersed alphabetically among an author's works because they are not titles of his works but are rather concoctions of editors. They should be filed together because they are actually the same title, being only euphuisms of *Selected Works*.

If the general rule for conventional titles were carried over into the general cataloging procedure, all filing complications born of peculiarity of title would be laid quietly to rest. If a book were only a part of another, this could be shown in the conventional title and the cards for these books would file naturally one behind the other. If it were pieces of several books, this could be shown and the cards filed accordingly. Translations could be identified immediately by the indication of the language in the conventional title. This would make the note "Translation of . . ." unnecessary and transfer the information to a much more easily observed position on the card. The forest of guide cards now required to arrange many authors could be thoroughly weeded, because the filing factor would be put in the title position, where it belongs, rather than somewhere in the body of the card, or in a note, or in the filer's head. It would also become possible to place a reference card within the body of a writer's works with some reasonable expectation that it would be found and used.

There is no denying that it would be expensive to put this suggestion into operation; it would require a lot of thinking and a great reproduction of cards, it would necessitate the making of many decisions. It is possible because "expensive" and "impossible" are not as yet synonymous. It is practical because it would make the public catalog easier to use and consequently a more efficient and effective device for bringing people and books together.

Editor's Note: Present thinking on the Code revision includes the employment of form or conventional titles.

¹ *Toward a Better Cataloging Code*. Chicago, University of Chicago Graduate Library School, 1957. p. 113.

BACK COPIES OF LRTS NEEDED

Back copies of volume 2, nos. 1 and 2; volume 3, nos. 1 and 2; and volume 4, no. 1 are needed to fill orders from individuals and libraries wishing to complete sets.

Please send any expendable copies to Mrs. Orcena Mahoney, RTSD Executive Secretary, American Library Association, 50 East Huron Street, Chicago 11, Illinois.

A Manual on the Use of the Dewey Decimal Classification

BENJAMIN A. CUSTER
Editor, Decimal Classification
Library of Congress

THE DECIMAL Classification Office in the Library of Congress, which edits the Dewey Decimal Classification and applies it by assigning numbers to selected titles cataloged by the Library, is preparing a manual of its own practices in using the DC. The editors believe that this will be a valuable tool for Decimal classifiers elsewhere and that it ought to be published.

In order to spread information on this publication as widely as possible, the editors have prepared notes on the proposed content, examples of typical entries to be included, and an outline of the editorial procedure. These appear below. Practicing classifiers, teachers, and administrators are invited to write the Editor of the DC, commenting freely on the content, suggesting questions that require answers, and indicating parts of the DC that need clarification. (Several people have already requested a table of concordance between the LC classification and the DC. This, of course, is not practical. The two systems diverge structurally to such an extent that in relatively few instances do the units of the one classification exactly correspond to those of the other.)

A. Suggested table of contents.

I. Preface.

a. Purposes.

1. To help practicing classifiers in the DC Office and elsewhere in the understanding and reasonably consistent use of the DC.
2. To serve as a handbook in the training of new classifiers, and in the teaching and study of the DC in library schools.

Note 1: The manual will not be aimed at any specific type or size of library, but will be kept simple enough so that anyone who is ready to use or learn to use the DC can understand it. It should be beneficial in all kinds of libraries using the DC, and should serve as a working tool for classifiers.

Note 2: It will be based on the 16th edition of the DC, but much of it will be useful to users of abridged and earlier editions, and, it is hoped, editions of the future.

b. The manual will follow DC Office practice and experience. Consideration of alternative treatment will be limited to (1) general suggestions on how to modify the schedules with a minimum of disruption to meet local needs, (2) alternatives specifically recognized in the schedules themselves, and (3) very limited exposition of general practices which may be followed in special kinds of libraries, e.g., how a denominational library may separate works on its own theology, missions, etc., from works on those of other denominations.

c. Principles of inclusion and exclusion.

1. The book will "stand on its own feet" as a manual, but will contain references to fuller or supplementary material.

Note: It will omit material readily available in the introduction to the 16th edition of the DC, but will include material available only in the introduction to the 8th abridged edition. Specific references will be made when required to such books as Mann, Akers, Merrill.

2. It will exclude definitions and explanations of subject matter which may be found easily in readily-available reference books. (But definitions and explanations of the various forms in which material may be presented will not be excluded.)

Note: Exception may be made when the material needs to be brought together from various reference sources and interpreted in relation to the DC schedules. Example: laws, statutes, cases in the subdivisions of 345. (See B.VI.a-e below.)

II. Introduction.

a. General principles of book classification.

Note: This can be taken mostly from p. 13-14 of the introduction to the 8th abridged edition.

b. How to classify a book according to the DC.

Note: This can be taken or adapted from p. 12, 14-15 of the introduction to the 8th abridged edition.

III. Manual (body of the book).

a. General section: statements and explanations of principles which may apply to any or many parts of the schedules.

Note: Included here will be directions for building numbers and for use of form divisions, and DC Office "ground rules" in regard to adding form divisions.

b.-k. Class-by-class statements.

Note: Under each class the text will include: (1) brief historical items, indicating when expansions were made; (2) relations of the class and its subdivisions to other parts of the DC; (3) relations of the sections and numbers within the class; (4) item-by-item statements in numerical order.

IV. Bibliography.

V. Index.

Note: In view of the numerical order of the main part, it may be decided later that an index is not needed, provided references between numbers are included and there is a detailed table of contents for the general material.

B. Examples of typical entries.

(These have not been edited for consistent form)

I. A general note, applicable to many places:

Frequently, a work will contain material on (a) the theory of a process or procedure, on (b) its technique, and on (c) its application to a specific subject. (1) Usually in such cases (a)-(b) are preliminary or introductory to (c), and the point of the work is the application. (2) Occasionally, the "application" is merely an example, and the point of the work is the technique or the theory.

In (1), usually at least a third of the bulk of the work is devoted to the application; in (2), usually much less space is given to the example.

In both cases, the intent of the author, if it can be readily determined, may well be the deciding factor in classification.

II. A history note for one section:

o6o History

Through 10th edition, divided like o3o, using 3 figures only. In 11th, o69 was used for museums, making it necessary to combine what had been included in o69 with o68, which then became "other" instead of "Scandinavian." Sometime in 1930-1932, the DC Section was given permission to divide o68 geographically, except for countries especially provided for in o61-o67. This was printed in *Notes and Decisions*, no. 2, February 1935, and incorporated into the 14th edition.

III. Notes indicating relations of a class or its subdivisions to other parts of the DC. In the manual, references are given between numbers to avoid repetition, e.g., in example a, from o8o-o82.2 and from 8oo.

a. o4o-o49 vs. o8o-o82.2 vs. 8oo's

Strictly speaking, o4o-o49 is the place for collections (1) of short articles (2) which are on such a wide diversity of subjects that they cannot be classed with a subject, but (3) which are of subject rather than of literary interest. The distinction between o4o-o49 and o8o-o82 is largely one of length of articles, the former being used for collections of short articles which are entities in themselves and the latter for collections of longer works; o82.2 is for extracts, usually very short, from larger works, or for briefer pieces of the "miscellany" type.

The distinction between o4o-o49 and the essay numbers in the 8oo's sometimes is difficult to make, unless the classifier becomes a literary critic. If the essays are by authors of recognized literary stature, it is safe to class the collections in the 8oo's. Example: a collection of editorials by an American journalist known for his newspaper work only, o41, but a collection of William Allen White's editorials, 814.52.

b. 246-247 vs. 7oo's

In 246-247 the emphasis is on the relation of the Christian church to art and artistic objects. Works classed here are likely to be on (1) whether or not the church has approved of art or ornamentation in connection with its buildings and services, or (2) the religious meanings of the various objects and symbols, or (3) what

purpose they fulfill and how they are used in connection with the church and its services. The artistic creation, evaluation, and description of them goes in the 700's.

c. 421.5 vs. 784.93 vs. 808.52 for speech training

421.5 Include here speech training in the sense of pronunciation of words, without the attempt to convey meaning in phrases and sentences.

784.93 Include here speech training in the sense of pronunciation in singing.

808.52 Include here speech training for conversation and public speaking (the conveying of meaning through speech). Use as comprehensive number for speech training.

IV. Notes indicating relations within a class:

a. 342 vs. 353-354

Include in 342 works on all three branches of the government—legislative, judicial, and executive—as based on the constitution; in other words, the results of the constitution, or how it works. Class in 353-354 works limited to the executive or administrative branch. Frequently books are mixtures in varying proportions. Other things being equal, the presence of the text of the constitution with references to it tends to tip the scales in favor of 342.

Textbooks on civics usually deal with the whole government as based on the constitution. Sometimes, however, a work which calls itself a "civics" book deals with the duties and obligations of citizenship rather than with the government as a whole, and may be classed in 323.65.

b. 355.27

Include here works on existing peace-time systems of transportation and their value in time of war. Class in 355.83 works on transportation equipment made or adapted for military use. Include in 355.41 works on tactics and strategy for the transportation of troops and their supplies. Class in 358.25 works on the organization and function of the military units engaged in transportation services.

c. 784.6-7

In deciding which number to use, the following distinctions may help:

In 784.7 and its subdivisions, the source or origin of the song or songs is the important point.

In 784.68 it is the subject of the songs.

In 784.61-6606, it is the group or groups for which the songs are written or collected—in other words, the groups that are expected to sing the songs. The greater part of such a collection might have relationship to the group only in that the compiler considered the songs appropriate for that group to sing.

V. Notes relating to specific numbers:

a. 280

Class the history of an individual local church with the denomination of which it is a part. This has been the practice of the DC Section almost since its beginning. It is, however, contrary to

Merrill's *Code for Classifiers*, 2d ed., p. 40.

b. 641.5

In American libraries, use this number for general works on American cookery; class comprehensive works on regional American cookery in 641.5973, cookery of specific regions in 641.5974-641.5979, 641.59969.

(Consider broadening this note for foreign application in manual.)

VI. Notes giving definitions:

a. 345.1

Session laws are the laws enacted at each session of the legislative body, given in full, and arranged chronologically in the order of their enactment.

Statutes at large are all the laws, printed in full and in the order of their enactment.

b. 345.2

Codes and revised statutes are bodies of statutes which have been revised, collected, and arranged in systematic order by subject, so that the full and up-to-date texts of the laws relating to a specific subject are brought together.

c. 345.3

Law digests are made up of quotations, paraphrases or abridgments of the laws themselves, but are not the full text of the laws.

d. 345.4

Reports contain full accounts of the various cases argued and the decisions of the courts. These are usually official publications, and usually called "reports."

e. 345.5

Digests of cases give in brief summarized form the accounts of cases argued and the decisions of the courts. These usually are unofficial.

C. Editorial procedure.

I. Examine:

a. Problems arising in daily work of classification.

b. The shelflist in the DC Office.

c. Annotations in the desk copies of earlier editions of the DC schedules.

d. Other records in the DC Office.

II. Consider items in relation to 16th edition to see whether there is need for:

a. Formulation of past practice which is to be continued.

b. Formulation of distinctions between sections of the schedules, or between individual numbers.

c. Clarification of 16th schedules or index.

d. New expansions.

III. Decide whether needs can best be taken care of by the manual or by new or revised references, notes, index entries, or expansions for *Decimal Classification Additions, Notes, and Decisions* or the 17th edition.

IV. Write manual notes.

V. Edit notes for publication, and add supplementary material.

I-IV. are in process. To February 1960 the 000's, 200's, 330's, 340's, 355-359, part of 370's, 623 were practically completed. There are single items and groups in every class. It is hoped that this part of the work can be nearly finished by the end of 1960. Because of the anticipated retirement at that time of several key personnel, the amount of time required for V. and for actual printing and publication cannot now be clearly estimated.

DC DISCUSSION

In the August, 1959, issue of the *Library Association Record*, E. J. Coates, Chief Subject Cataloger of the *British National Bibliography*, reviewed the 16th Edition of Dewey. The September issue carried a critical letter which set off a series of comments and letters which appeared in the October-December issues of the same periodical.

Read as a whole they present a stimulating discussion of the "keep pace with knowledge" vs. "integrity of numbers" concepts.

ALPHABETICAL RELATIVE INDEX

The G. K. Hall & Co. of Boston has published the Index to the Classed Catalog of the Boston University Library. This is an alphabetical relative index on some 20,000 cards of subjects with their corresponding LC classification numbers as interpreted at Boston University in its development of its catalog.

The whole is in one volume of 1000 pages selling for \$49.50.

CATALOG CODE REVISION: DRAFT CODE

An advanced draft of the revised code of cataloging rules prepared by Seymour Lubetzky for the Montreal Institute on Catalog Code Revision has been published by ALA and can be secured from the ALA Publishing Department at \$1.75 per copy. The draft includes the rules for author and title entry except those for certain special classes of names and those for non-book materials. Accompanying the draft rules is an extensive commentary which seeks to explain the reasoning behind the rules and to discuss points which seem departures from present practice or which may be otherwise controversial.

The draft is being made available so that all catalogers may be informed of developments in code revision and will have an opportunity to share in formulating the final code. Comments and criticism may be addressed to the code editor, Mr. Lubetzky, at the Library of Congress, or to the chairman of the Catalog Code Revision Committee, Mr. Wyllis Wright, Librarian, Williams College, Williamstown, Mass.

The editors of *LRTS* also invite submission of detailed formal articles on code revision for possible publication as well as shorter notes (200-word maximum) on specific problems raised in the draft code.

The Citadel of Reality*

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JAN STRUTHER, the well-known author of *Mrs. Miniver*, in a book of essays entitled *A Pocketful of Pebbles*, published in 1946, has this to say about librarians: "... it becomes clear that the Librarian, far from being remote from reality, is living at the very headquarters of it. He is the guardian of its citadel." Miss Struther was writing about the common concept of the librarian as a "quiet, helpful member of society, not very heroic, probably more than a little short-sighted, living in a dim, pleasant world that smelt faintly of dust and printer's ink and old leather, a world that seemed to us far removed from what we used to call the realities of life."

Writing under the compulsions and the unpleasant realities of a world recently at cataclysmic war, Miss Struther said that it had been learned in a painful and difficult school that the supposedly solid realities of material goods and possessions had ironically become the most unreal of all. The only lasting reality, she said, is the world of thought as accumulated through the ages in books. Librarians as custodians of this world, she said, have a proud enough responsibility in ordinary times. Under the war-time stress and danger which all who lived in the 1940's endured, and under the assaults on the citadel of reason and of fact, and the frenzied burning of books as pressed and promoted by the Nazis and Fascists, the responsibilities of the librarians, as guardians of the citadel, had become, wrote Miss Struther, nothing short of stupendous.

Librarians are indeed living and working at the headquarters of reality in ways which Miss Struther perhaps did not fully envision. More than any other profession they are in a position to view, if not always to understand, the whole canvas and fabric of man's time on this globe as a thinking creature recording his thoughts and acts and deeds, good and bad, in the great wealth and profusion which constitute the libraries of the world, great and small. Because libraries do, in their combined holdings, encompass the whole, or nearly the whole of the written record of man, not everything they contain is pleasant or noble. Rape, murder, pillage, theft, duplicity, deceit, lust, selfishness, greed, these and kindred things are all part of the human story, tier upon tier in the libraries, along, happily, with the sturdy virtues of honesty, truth, loyalty, self sacrifice, devotion to

* Reprinted, with permission, from the Oregon State College Library's *Booklist* No. 3, March 1960.

duty, the offering up of life itself for friend, or family, or country. Fortunately, these pleasanter things predominate in the libraries along with religious and ethical concepts so noble as to be God-like, and genius, vision, ingenuity, and a capacity to perceive and fathom the secrets of nature so keen and understanding as to seem God-given. And of it all librarians are the custodians.

Of all those who work in libraries it is the catalogers who are in the best position to sense and be aware of the widely-ramifying nature, from one extreme to the other, of the writings that come trooping into the libraries. This is so because it is they who must work intimately with every incoming book, inspecting it enough at least to know what it is about, assigning classification numbers and subject headings and doing all the other things required before each book can take its place on a new book-list . . . and move onto the shelves.

No one of perception can do this work without being aware of the tremendous range and versatility of the human record. Graphic evidence of this range is the printed list of subject headings of the Library of Congress, running to 1,375 pages, which . . . American libraries use in assigning subject headings to catalog cards. This fascinating book . . . would, without question, be a first choice for inclusion in a capsule to be shot to Mars or elsewhere to show our planetary neighbors what kind of people the Earthlings are. There would, in hurling such intelligence to the Martians, be much to be proud of and a lot to be ashamed of, too.

No one would claim, of course, that Librarians understand or are capable of understanding every book they add to their collections. Nevertheless, they must know enough about it to know what it is about. They must have some kind of concept about what ANGULAR MOMENTUM (NUCLEAR PHYSICS) is before they can apply this subject heading to a book or before they can devise it for application for the first time. They must brush the field of leprosy as they catalog a book dealing with it. Or the field of prostitution. They see a different facet of reality and history as they add a book requiring the subject OIL (IN RELIGION, FOLK-LORE, ETC.) and make a cross reference for the searcher to see also EXTREME UNCTION. They may dwell pleasantly on a book dealing with LOVE as they provide see also references to FRIENDSHIP and COURTSHIP. They meet stark and unpleasant reality when they catalog a book requiring the subject heading SEXUAL PERVERSION accompanied by such see also references as EXHIBITIONISM, HOMOSEXUALITY, LESBIANISM, NYMPHOMANIA, and others.

And as they go about the never-ending task of creating and adding new subject headings for completely new knowledge, or eliminating headings which have become obsolete, or adapting and fitting old terminology to the new, they are kept continuously aware of the ever-expanding and changing fabric which constitutes the human record as set down in writing. Properly understood, worked at, and appreciated, it is fascinating business, this profession of librarianship, even for administrators who are not among and with the books as much as most, well at least many, of them would like.

Documents Bibliographies in West Germany

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THE WEST GERMAN national bibliographical center in Frankfurt, the Deutsche Bibliothek, is presently engaged in the preparation of an annual bibliography of official publications (*Amtliche Druckschriften*). The bibliography will comprise documents issued by the federal government, state governments, cities and churches. The first volume of the bibliography—which incidentally covers official publications of 1957 and 1958—was planned for publication early in 1960. A full report on this important project by Anneliese Budach is contained in a Festschrift entitled *Bibliographie und Buchhandel* commemorating the opening of the new library building of the Deutsche Bibliothek. It was issued as a special supplement to the *Boersenblatt fuer den Deutschen Buchhandel* (Vol. 15, No. 32a), April 22, 1959. American documents specialists will have just cause for envy. Although there exists in the United States the *Monthly Catalog* for Federal government publications, there is no complete central bibliographical tool for state documents, not to mention county and city publications. (Church publications would not be considered official publications in the United States, because of the traditional separation of state and church.)

It may be remembered that the monthly catalog of German federal publications (*Monatliches Verzeichnis der reichsdeutschen amtlichen Druckschriften*) ceased in 1944. The way to a resumption of document bibliographical activities was opened with a decree of the federal government in Bonn on May 12, 1958, which requests all federal agencies to deposit one copy of their publications in each of three major libraries, including the Deutsche Bibliothek. Classified documents, special reprints of official announcements, patents, blank forms, and pre-prints are excluded. Similar decrees are being prepared for issuance on the state level. Furthermore, a special department was established within the Deutsche Bibliothek late in 1957 which is charged with the responsibility of publishing the proposed annual bibliography of official publications. Another project is the compilation of a catalog of official publications beginning with documents published in 1950.

Two major policy decisions had to be made having to do with the types of materials to be included in the documents bibliographies and with

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the arrangement of entries. With regard to the first, it was agreed that the annual bibliography should be primarily a list of important documents, while the catalog would be more inclusive. Therefore, the following categories of official publications have been excluded from the annual bibliography: (1) publications excluded from deposit with the Deutsche Bibliothek in accordance with the decree of May 1958 (see above); to this group are added various types of dissertations; (2) a large group of so-called "semi-official" documents, *i.e.*, documents not issued directly by official agencies, or by agencies whose character is not clearly "official." To the latter group belong, for example, political parties and trade unions. On the other hand, private institutions which derive their support largely from public funds may be included (*e.g.*, publications of the Max-Planck Institute, or of certain universities and research organizations.) (3) Low-level official agencies likewise will be excluded, such as publications by finance or customs agencies, or of post offices, or of lower courts. State publications will be restricted to materials issued by organs down to and including the Regierungsbezirk level, while city publications included will be limited to those of cities of 100,000 and more inhabitants. (4) Another criterion concerns the contents of the official publications. Accordingly, publications containing purely scientific or artistic materials and issued as monographs will not be entered in the bibliography. Periodicals and series will not be excluded, however, because of their content. Similar criteria have been laid down for materials to be entered in the documents catalog. As stated above, the catalog will be more inclusive, including, for example, publications by communities with less than 100,000 inhabitants and of counties. The exact delineation of materials to be listed in the bibliography and in the catalog will be a great help to librarians.

The second problem which required a solution concerned the arrangement of the materials. It was first agreed to enter all publications under the name of the issuing official agency, regardless of whether they were authored by an individual writer or not. Concerning the method of listing the agencies, four possibilities were considered: (1) a listing of all official agencies within one alphabet arranged by the names of issuing agencies; (2) a listing of all official agencies within one alphabet in accordance with the "Anglo-Saxon" rules of entry; (3) a listing of all official agencies within one alphabet arranged by catchword-like norms; and (4) an alphabetical arrangement within large classes, *i.e.*, federal, state, local, and church agencies. With regard to the annual documents bibliography, it was decided to follow the last possibility. Geographic locations of official agencies will be added after the titles. Significantly, the "mechanical" word order—which is identical to that used in the United States—will be applied in citing the titles of the various agencies. This policy is a remarkable deviation from the traditional German method of listing titles in accordance with the "grammatical" word order principle as laid down in the *Prussian Instructions*. For the documents catalog, however, the alphabetical arrangement, without class divisions, was given precedence.

Before closing, it may be of interest to mention the reasons why the

corporate entry rules in force in the Anglo-Saxon countries were rejected. In this connection Miss Budach says: "The Anglo-Saxon rules concerning the entry of corporate authors are based on the consideration that the entry should always be made under the best-known part of the name of an agency or institute. This so reasonable and easily applicable-sounding principle, however, requires, as is shown by the British-American rules, for its execution a sizeable set of rules with individual instructions, which are so complicated, that even among foreign experts the demands for revision are being asserted with ever-increasing urgency."

REVIEWS

BPR; The American Book Publishing Record, v. 1-Feb. 1960-New York, R. R. Bowker Co. \$10.00 per year.

University Library Viewpoint

This year witnesses the birth of a new monthly bibliography to aid librarians and scholars in keeping up with the current book publications in the United States. The new publication, *BPR; American Book Publishing Record*, aims to be "a complete and accurate record of American book publication." Volume 1, number 1 lists books issued in the United States for the month ending February 1, 1960. Each issue of *BPR* is compiled from the previous month's "Weekly Record" section of *Publishers' Weekly*. Thus we now have a trade bibliography (*PW* and *BPR*) which reports the publication of the country's books speedily and cumulates the lists once every four or five weeks—a very useful selection and ordering tool indeed.

By means of special arrangements with book publishers and the Library of Congress, the listings in *PW* (which subsequently appear in *BPR*) are prepared using LC card proofs. In addition to the entry and descriptive cataloging, LC furnishes Dewey classification numbers and LC subject headings. The editors of *PW* use this cataloging information to prepare their

listing, adding the price of the book, other pertinent trade information, and a descriptive annotation.

The distinction between *BPR* and other trade tools previously available to us is that *BPR* uses Library of Congress form of entry. This represents a major and long-wished-for change in an important segment of our bibliographical apparatus. Uniformity of entry in catalogs and bibliographies has been a dominant dream and goal of American librarians for many years, and the dream certainly has practical logic behind it. Who cannot see sound reasons for having the same form of entry in the catalogs and book lists prepared and used within one library? By a simple extension of this reasoning, the uniformity of entry in the main national bibliographical apparatus is equally desirable, though admittedly more difficult to obtain and control. For achieving a major step toward this goal *BPR* and the R. R. Bowker Company are to be toasted and congratulated!

It is unfortunate that our congratulations must be tempered by reservations. For there is a serious flaw in this otherwise fine addition to our bibliographical apparatus for book selection, ordering, cataloging and reference operations. In his foreword to the first issue of *BPR* ("The Birth of a National

Bibliography") Daniel Melcher describes the background of apparent needs and the negotiations which led to the creation of *BPR*. Mr. Melcher does not explain, however, why *PW* has not used the LC entry as it was furnished on the LC card proof. In the transfer to *PW* the LC entries have been modified and omissions have been made. The most serious alteration is the omission of the author's dates. Other alterations, such as the substitution of commas for periods, are perhaps less serious. But they also leave one with the question as to whether the alterations were intentional or the result of unfamiliarity with library cataloging practice on the part of the *PW* editors. These alterations will badly curtail the use and value of *BPR* in the normal library ordering and cataloging operations. For those libraries that integrate ordering and cataloging operations by "pre-cataloging" as books are ordered, any editorial modification of the LC entry eliminates *BPR* as a possible pre-cataloging tool.

Mr. Melcher states in the foreword to the first issue of *BPR* that "it is now entirely possible to *catalog* as well as select and buy from *PW*'s current entries." (Italics are mine.) Unfortunately, as applied to the first two issues of *BPR*, this statement will not hold true for most college and university libraries. Rules of entry for the cataloging of books have been codified and widely accepted by American libraries, including the Library of Congress. Unless LC entries are reproduced exactly and entirely in *PW*, in *BPR* and in the card catalog of the Pawebipor University Library, we do not have uniformity of entry, but only *approximate* uniformity of entry, quite a different thing in the lives of scholars and librarians.

Until one knows whether the modification of LC entries is the result of *PW* editorial policy or merely an editorial oversight, it is impossible to predict the future value of *BPR* as a cataloging aid. But it is obvious that

the Bowker Company has assembled the elements to produce a unique and potentially invaluable addition to our national bibliography. We hope that the policy and the future issues of *BPR* will realize Mr. Melcher's hope and intention for "The birth of a national bibliography."—Eugene M. Johnson, *Acquisition Librarian, University of Nebraska Libraries, Lincoln.*

From the Public Library

In February of this year, the *BPR* (known also as the *American Book Publishing Record*) joined the ranks of the other alphabet bibliographical tools for the American book trade: *PTLA*, *BIP*, *CBI*, *PW*. This is not the only "New Deal" connotation, as the *BPR* is the first American book trade tool to recognize the inter-dependency of all technical process functions and the togetherness of operations in this field. With the proper care and nourishment, the *BPR* has the possibilities of being the tool in this area.

The *BPR* is a monthly cumulation, in Dewey Decimal numerical arrangement, of the book announcements which appeared during the previous month in *Publishers' Weekly's* "Weekly Record," plus an author and title index. The February *BPR* covers books listed in the January, 1960 issues of *PW's* "Weekly Record." The "Weekly Record" itself has recently expanded its services by supplying Dewey Decimal classification numbers through the cooperation of the Library of Congress. Moreover, during 1959 the "Weekly Record" began listing all publications in hard covers or consisting of 49 or more pages. This increased the number of titles listed and correspondingly increased the items available to be listed in the *BPR*.

There are four possible areas of application of the *BPR* in a library; reference, book selection, acquisition, and cataloging.

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In a public library, the least important of these uses seems to be reference. This is not surprising as the *BPR* was not primarily designed as a reference tool. In spite of this, there are, however, several possibilities of reference use, i.e., a local medical book store, which has requests for books not listed in *PTLA* or *CBI*, might be helped in its search for a publisher. A club woman vaguely remembers a review of a book she read in last Sunday's paper, and the library assistant is able to locate it through the author-title index of *BPR*, without thumbing through all of the *Publishers' Weekly* since the last fall or spring announcement issues.

Public libraries, except for the large research institutions, will find the *BPR* of greater use in book selection than in direct service to patrons. This will be true irrespective of the size or type of public library. In a large, departmentalized public library, the head of a department, say Art, will use the *BPR* to survey her field; while in the small library, the librarian will check to see how her section of shelving containing art books measures up. This use, though, is at best retrospective, a means of checking gaps in collections after ordering from other sources.

BPR's publisher and its editors are most enthusiastic about the use of the *BPR* as a book selection tool. In the introduction to the first issue they say, "... generalists and specialists alike can do their checking without the irritation of occasionally marking the same book twice (a definite possibility in dictionary catalogs like the *Subject Guide to Books in Print* and the *CBI*, which are really intended to aid those who know what they are looking for, rather than those who know not what they see, but want to 'keep up'.)" While the *BPR* does have use as a book selection tool for public libraries, it cannot be a primary one. The fact that the *BPR* appears at monthly frequencies will hinder its use as a primary book selection tool. There are even

specialists who cannot wait a month to check what is currently available in their field. The annotations are another point at which the *BPR* falls short as a selection tool. *Reviews*, not annotations, are preferred by public librarians in considering books for purchase. Perhaps the *BPR* could best be defined as a tool to check book selection, rather than a book selection tool.

The forte of the *BPR* lies in the technical services fields of acquisitions and cataloging; more especially in a coordination of these two activities. Here for the first time, in *one* place, can be found (for items in the American book trade) the author, title, publisher, address, price, Dewey classification number, and Library of Congress subject headings, plus an annotation. With a few exceptions, this covers all the information that is needed in a public library to acquire and catalog. This almost complete inclusiveness of ordering and cataloging information could make the *BPR* an ideal tool for cooperative processing centers.

It is extremely helpful to have again a monthly author-title index to the "Weekly Record." This has been sorely missed by librarians, acquisition and reference people alike. Now that this index appears in conjunction with the expanded information in the *Publishers' Weekly* listings, it is doubly useful. Dewey classification numbers and Library of Congress subject headings are easily discovered. To realize the full potential of the index, though, why not one that is truly cumulative? By the end of a year, although it is less than 52, twelve is a large number of issues through which to search.

The editors mention that "the cataloging of books ordered can begin at once, either directly from the entry, or through the use of the LC card order number given in the entry." Here is a sensible, economical approach for all public libraries. The large public library, with equipment and resources, needing volume, can proceed along the

lines taken by Robert Kingery at New York Public; to reproduce photographically the entry in *PW* or *BPR* for order information, temporary catalog cards, and, possibly, for permanent catalog cards. When the "cataloger's camera" is perfected and priced within reach of all, these benefits will be available to all libraries. In the meantime, a smaller public library can obtain the advantages of the order-cataloging information appearing on LC proof cards, without spending the approximately \$85.00 or so for the cards.

It would be most beneficial, but probably difficult, to include also in the entries in the *BPR*, subject headings (Sears?) of a nature more suitable for a small general public library than are the Library of Congress subject headings. Just as cooperation with the Library of Congress produced LC subject headings and Dewey classification numbers, could cooperation with another agency provide for the inclusion of such subject headings? It should not be too difficult however, to include LC classification numbers as an aid to those libraries not using Dewey. This is not as important in the public library field as in college and university libraries, but nevertheless should be done to increase the potential of the *BPR*.

Although the official report of the "Cataloging in Source" experiment seems to have once more turned this dream into an hallucination, it is still worth considering the *BPR* in relation to CIS as pertains to public libraries. If Library of Congress classification numbers are included in the entries in *BPR*, the information available from both sources, *BPR*-CIS, would be essentially the same. The continued omission of LC classification numbers in the *BPR* would leave this information available only under CIS and certainly points to the need, especially in the research library, for CIS.

The information necessary for order-cataloging coordination in a library

would be available in *PW* sooner than under CIS and at about the same time in the *BPR* and CIS. If a public library participates in the "Greenaway Plan" or by some other method obtains books pre-publication, the balance would swing the other way and CIS would be the more important source. A catalog card photographically produced from the *BPR* or CIS would have a much neater format by the latter, although the former would include an annotation, a feature very helpful to some public libraries. The *BPR* anticipates listing 15,000 titles in 1960, while LC estimates it would process 30,000 titles a year in a permanent, full scale CIS program. Thus, CIS has twice the potential of the *BPR*. This factor cannot be taken too lightly in weighing the relative merits of these two programs. At this stage of development it appears that the *BPR* and CIS would complement, not supplant, each other. The former serves as a means of quickly supplying vital order-cataloging data; the latter not only permits, with the "cataloger's camera," the quick and economical production of catalog cards, but also supplies order-cataloging information for twice as many titles.

The *BPR* will cover all books listed in *PW*. This is all books of 49 or more pages, excluding the cover, plus any hard bound books. However, it does not include many government publications, some imports, nor much of what is not distributed through normal book trade channels. While this is a definite drawback in making the *BPR* a "complete" bibliographical tool, it is not as much of a hindrance in the public library (except large research) as in others. This limitation is probably insurmountable under the present organization of the *BPR*. It is to be hoped however, that the editors will eliminate the other fore-mentioned deficiencies; lack of LC classification numbers and an index cumulative month to month; and investigate the possibilities of providing subject headings usable by the

general public library.

The use of the *BPR* in public libraries, especially as pertains to technical processes, will be limited only by the imagination of the librarians themselves.—George N. Hartje, Supervisor, Technical Services, St. Louis Public Library.

From the School Library

At the outset it should be stated that the usefulness and relative cheapness of this service are incontestable. Whether it is the answer to all cataloging problems for school librarians is another matter.

The advertising for the new publication stated five reasons for subscribing to the *BPR*:

"Miss none of the books being published in your field" and "Save time by looking only under the subjects that interest you" are good arguments for the specialist; but if there ever were a "generalist" in the library profession, it is the school librarian whose interests are as broad as those of a small public librarian, whose subject fields include all branches of knowledge, and, to a larger extent than is generally recognized, all levels of reading difficulty. For us, using *BPR* for subject fields means using the whole periodical—all sixty-two pages of the third issue!

"Take care of cataloging as you select" brings up the whole messy problem of simplified classification and subject headings, simple brief cataloging as practiced in school libraries, and, most confusing of all, the growing tendency to use the author-as-he-appears-on-the-title-page (or pseudonyms) in school and public library cataloging. Besides, in large school library systems with central cataloging, the librarian doesn't catalog and the central cataloger doesn't order; in this situation, *BPR* becomes a useful adjunct but no more helpful in its way than the *ALA Booklist*.

"Check back on books you have ordered from other selection media." Here, for a central cataloging office, is the most valuable purpose of *BPR*: to verify call numbers and subject headings, authors, illustrators, and series.

"Simplify ordering"—perhaps, but each library and school system has its local tangle of red tape about ordering; and each librarian her own rooted habits about keeping information on possible order cards, and she is not likely to rely solely upon even the most useful new publication. In school libraries a relatively small proportion of an order is composed of current publications. Because a budget is never large enough for all of the library needs and wear and tear is excessive in a school library, perhaps 50-60 percent of any school's order is for replacements, duplicates, and recent books perhaps published a year ago and only reviewed within the current school year. The need for information about books published within the month is less than in other types of libraries.

The monthly form, with the very brief indexing by author and title, means that the librarian will have to use twelve different issues by 1961; a cumulated index seems needed to make the tool as useful as the *Booklist*. Perhaps we could dare to suggest inclusion of cross references from pseudonyms to real names. But especially I wonder who is ever going to classify that simple and rather popular book, Landis. *Story of the U. S. Air Force Academy*, in 358.4071178856. (Sounds like a Social Security number.) Typographical errors bring one up short; a sculptor might be surprised to find Salt's *Teaching Physical Education in the Elementary School* in 731.7322 (sic) on page 29 of number 3.

School librarians not only use relatively simplified classification (even the 8th edition of the Abridged Dewey is modified in many systems), but they tend to use subject headings out of Sears and the *Reader's Guide* when a

new subject arises, and to adapt them to curriculum uses. We know that "True Books" and "First Books" are juvenile literature, but there is no quicker way to puzzle a child than to add that subdivision to every subject in the catalog. That is one reason why so few school libraries find LC cards useful, and why Wilson cards are relatively universal.

In spite of all this carping on details,

BPR will prove a useful aid if utilized in connection with existing tools and with due regard for its peculiarities and complexities. It probably cannot take the place of evaluative review periodicals for selection, and the cost will make it a luxury for the individual school library.—*Catharine Whitehorn, Cataloger, Central Cataloging Unit, Division of School Libraries, Baltimore Public Schools.*

LIBRARY OF CONGRESS PRINTED CATALOGS AVAILABLE

Pageant Books, Inc., of Paterson, N. J., who reprinted *The Library of Congress Catalog of Printed Cards 1898-1942* (List price: \$1500), are also reprinting the supplements. The *First Supplement*, 1942-1947, was planned for completion the end of June, the 42 volumes selling for \$395.00. The 24 volumes of the *Second Supplement*, 1948-1952, priced at \$240.00, is announced for Fall completion.

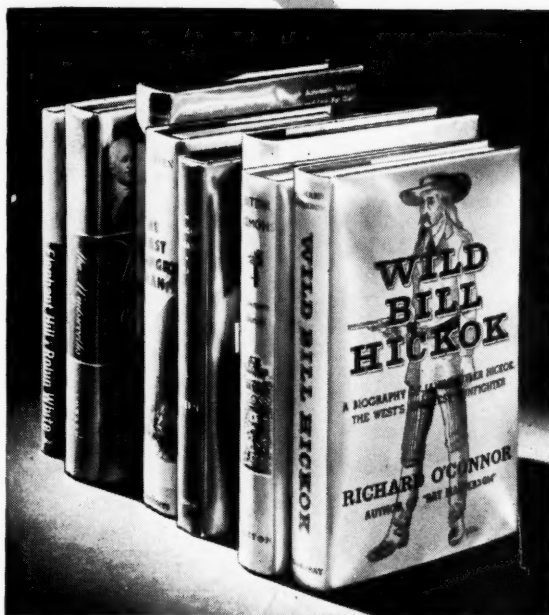
In addition, this publisher is printing The Quinquennial Edition of the *Library of Congress Catalog of Books: Subjects 1955-1959*. This is a first printing of this work which will be in 22 volumes and priced at \$247.50.

Each set is being bound in a different color, and the Publishers assure us that in the printing, they have "even exceeded the specifications of the B.M.I. in paper."

CLASSIFICATION RESEARCH BIBLIOGRAPHY

The Classification Research Study Group has issued a reading list on classification research, which may be obtained by sending 25 cents to cover postage and handling to Mrs. Pauline Atherton, the Vice-Chairman, Chicago Teachers College, 6800 Stewart Avenue, Chicago 21, Illinois.

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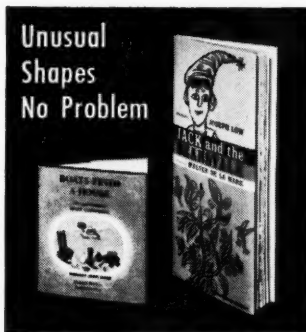
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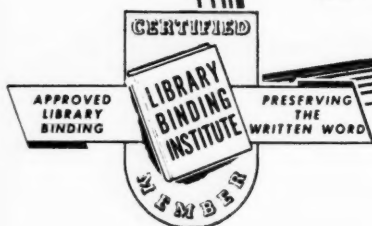
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